

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600
PHONE (920) 448-4015 FAX (920) 448-6221
E-mail bc_county_board@co.brown.wi.us

EXECUTIVE COMMITTEE

Tom Lund, Chairman
Patrick Moynihan, Jr., Vice-Chairman
Steve Fewell, John Vander Leest, Patrick Evans
Bernie Erickson, Patrick Buckley

EXECUTIVE COMMITTEE

Monday, January 6, 2014

5:30 p.m.

**Room 200, Northern Building
305 E. Walnut Street**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON
ANY ITEM ON THE AGENDA.**

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify Minutes of December 9, 2013.

Comments from the Public

Communications

1. Communication from Supervisor Robinson re: That a report on the results of the County Board listening sessions be given at the January Executive Committee Meeting and that discussion take place on priorities of further Brown County Action. *Referred from December County Board.*

Vacant Budgeted Positions (Request to Fill)

2. Administration – Senior Accountant - Vacated 1/6/14.
3. Airport – Operations Supervisor - Vacated 1/20/14.
4. Health – Public Health Nurse - Vacated 1/2/14.
5. Human Services – Psychiatrist - Vacated 3/1/14.
6. Planning & Land Services – Planner I – Vacated 12/31/13.
7. Public Works FM – Housekeeper – Vacated 12/13/13.
8. Zoo & Park Management – Assistant Park Director – Vacated 12/31/13.

Legal Bills

9. Review and Possible Action on Legal Bills to be paid.

Reports

10. **County Executive Report.**
11. **Internal Auditor Report.**
 - a) Board of Supervisors Budget Status Financial Report for November, 2013.
 - b) Quarterly Status Update.

Closed Session

12. Update, discussion on classification of Correction officers.
13. Update, discussion and possible action of Correction officers and bargaining.
14. Update, discussion and possible action on bargaining with Sheriff Department Supervisor Labor Union.

Notice is hereby given that the governmental body will adjourn into a closed session during the meeting on the above numbers 12 thru 14, as authorized pursuant to Section 19.85 (1)(e) and (1)(g) of the Wisconsin Statutes, and Pursuant to Wis. Stat. § 111.70 as allowed for purposes of negotiating and collective bargaining, which authorizes the governmental body to convene in closed session for the purpose of:

- a) Deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Wis. Stat §19.85 (1)(e)
- b) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is likely to become involved. Wis. Stat § 19.85 (1)(g)

Reconvene in Open Session for Possible Action:

15. Update, discussion on classification of Correction officers and bargaining.
16. Update, Discussion and possible action of Correction officers and bargaining.
17. Update, discussion and possible action on bargaining with Sheriff Department Supervisor Labor Union.

Other

18. Such other matters as authorized by law.
19. Adjourn.

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



LYNN VANDEN LANGENBERG

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

INTERIM HUMAN RESOURCES MANAGER

January 6, 2014

Departments for position approval process at January 6, 2014 Executive Committee:

Administration – Senior Accountant

Vacated – 1/6/14

Airport – Operations Supervisor

Vacated – 1/20/14

Health – Public Health Nurse

Vacated – 1/2/14

Human Services – Psychiatrist

Vacated – 3/1/14

Planning & Land Services – Planner I

Vacated 12/31/13

Public Works FM – Housekeeper

Vacated – 12/13/13

Zoo & Park Management – Assistant Park Director

Vacated – 12/31/13

DEPARTMENT OF ADMINISTRATION

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

BRENT MILLER

DIRECTOR

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

December 18, 2013

TO: County Executive
Human Resources Manager
Director of Administration

FROM: Carolyn Maricque, Finance Director
Administration

SUBJECT: Request to Fill – Senior Accountant (Budget Coordinator)

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form.)

The position description is current within the last 12 months.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes—this position performs a variety of professional accounting and financial functions related to county-wide financial reporting and annual budget preparation; of which both are mandatory under State Statute.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

Accurate county-wide financial records as verified by annual audit; monthly financial monitoring and reporting; accurate and timely cost allocation plan; successful account reconciliation; external department satisfaction.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

Based on a LEAN Kaizen workload distribution event hosted in 2012, this position was reclassified from a Budget Coordinator to a Senior Accounting with annual budget emphasis.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes—budgeted funds are sufficient,

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

Since this position was original vacated June 2012, filled in May 2013, and now vacant again, it is imperative it be filled as soon as possible to keep continuity in our county-wide accounting and budgeting processes and avoid any negative impact.

Budget Impact Calculation

Department: Administration
Position: Senior Accountant

Partial Budget Impact: 1/13/14-12/31/14 50 Weeks

Salary	\$ 57,879.81
Fringe Benefits	<u>\$ 24,253.85</u>
	\$ 82,133.65

Note: Estimated date of hire for partial year calculation is for the Monday following the employees resignation

Annualized Budget Impact:

Salary	\$ 60,195.00
Fringe Benefits	<u>\$ 25,224.00</u>
	\$ 85,419.00

Note: this position is in the 2014 budget

Position vacated: 1/6/2014

Budgeted hourly wage rate: \$28.94

Total Number of FTEs Budget for this position title in budget:	3
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	3
Number of FTEs filled with this position vacant:	2
Percent of this position staffed:	67%

Analyst Recommendation: This position was vacated due to an internal move within Administration, to fill a vacated position approved in December 2013. The position is essential to providing accounting services to the departments serviced by the Department of Administration. I recommend approval Tom Smith

Contact

Carolyn Maricque 448-4046

Austin Straubel International Airport

Green Bay

DATE: January 23, 2014

TO: County Executive
Human Resources Manager
Director of Administration

FROM: Thomas W. Miller, Airport Director *TWm*

SUBJECT: Request to Fill – Operations Supervisor - Airfield

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)

Yes, the position description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes, coordinating snow removal operations is a critical component to this positions' responsibility which must be maintained as required by FAA CFR Part 139 for commercial aircraft operations.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

Supervises 8 maintenance mechanics in the conduct of airfield and building maintenance as well as vehicle and equipment fleet management including highly complex aircraft, rescue and fire fighting equipment, snow removal equipment, as well as general airfield maintenance equipment.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

The Airport operation is currently staffed with 28 FTE's and is already a highly LEAN operation. This position needs to focus on airfield operations to ensure the safety of the traveling public.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes, budgeted funds are sufficient.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

We are currently in the most critical season of airfield operations (wintertime operations). To not replace this position poses serious safety concerns for all aircraft operating at this facility.

Budget Impact Calculation

Department: Airport
Position: Operations Supervisor - Airfield

Partial Budget Impact: 1/21/14-12/31/14 49 weeks

Salary	\$ 52,998.21
Fringe Benefits	<u>\$ 23,198.67</u>
	\$ 76,196.88

Note: Estimated date of hire for partial year calculation is for the day after the employee resigns

Annualized Budget Impact:

Salary	\$ 56,243.00
Fringe Benefits	<u>\$ 24,619.00</u>
	\$ 80,862.00

Note: this position is in the 2014 budget

Position vacated: 1/20/2014

Budgeted hourly wage rate: \$27.04

Total Number of FTEs Budget for this position title in budget:	1
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	1
Number of FTEs filled with this position vacant:	0
Percent of this position staffed:	0%

Analyst Recommendation: This position supervises 8 maintenance mechanics in the conduct of airfield and building maintenance as well as vehicle and equipment fleet management, including highly complex aircraft, rescue and fire fighting equipment, snow removal equipment, as well as general airfield maintenance equipment. I recommend approval Tom Smith

Contact John Reed 492-4921

HEALTH DEPARTMENT

Brown County

610 S. BROADWAY STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

JUDY FRIEDERICHS, R.N., B.S.N

PHONE (920) 448-6400 FAX (920) 448-6449 WEB: www.co.brown.wi.us

DIRECTOR

TO: Troy Streckenbach
Lynn VandenLangenberg
Brent Miller

FROM: Judy Friederichs
Director/Health Officer

SUBJECT: Request to Fill –Public Health Nurse

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)
Description was reviewed in May 2013 and there were minor changes.
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
Yes, all services provided are required under statutory regulations re to generalized public health nursing services for local public health departments.
3. Describe job performance measurement for this position (clients, caseload, work output, etc.)
Nursing division provides 1366 home visits for children/adults, 6,432 flu/other routine immunizations, 51 classes to school-age parents, 754 communicable disease follow-ups, and 586 visits for med administration/case management for active/latent TB.
4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.
There is really not a way to streamline these activities further. Agency already employs health aides to assist w/ancillary activities and utilizes clerical as appropriate. One nurse position was already lost in the recent past. Community is growing in size and complexity, and agency staffing has not grown accordingly. Service levels continue to be adjusted to the most in need, but mandates for services remain and client referrals continue.
5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?
Yes-position is budgeted for 2014.
6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?
Service provision to clients would get backed up, communicable disease control services may not be provided in a timely manner resulting in potential further spread, documentation could get backed up risking liability re to incomplete charting, immunization services may be limited due to reduced staffing, etc.



Budget Impact Calculation

Department: Health Department
Position: Public Health Nurse

Partial Budget Impact: 1/13/2014 50 Weeks

Salary	\$ 55,519.23
Fringe Benefits	<u>\$ 23,852.88</u>
	\$ 79,372.12

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee Meeting

Annualized Budget Impact:

Salary	\$ 57,740.00
Fringe Benefits	<u>\$ 24,807.00</u>
	\$ 82,547.00

Note: this position is in the 2014 budget

Position vacated: 1/2/2014

Budgeted hourly wage rate: \$29.61

Total Number of FTEs Budget for this position title in budget:	11.92
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	11.92
Number of FTEs filled with this position vacant:	10.92
Percent of this position staffed:	92%

Analyst Recommendation: This position is essential to providing preventative services to the community. The health problems continue to grow with the expanding population, and the services are state mandated. I recommend approval. Thomas Smith

HUMAN SERVICES

Brown County

P.O. BOX 23600
GREEN BAY, WI 54305-3600

DIRECTOR

12/2/2013

TO: Troy Streckenbach, County Executive
Lynn VandenLangenberg, Interim Human Resources Manager
Brent Miller, Director of Administration

FROM: Jeremy Kral, Executive Director
Human Services

SUBJECT: Request to Fill - Psychiatrist

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)

Has been updated during this process.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes. The Community Treatment Center is required to prescribe medications to patients which can only be done by a licensed prescriber, which means either an APNP or Psychiatrist.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The current caseload is 600 and other prescribers also have full caseloads creating significant wait times for initial appointments.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

Current service demands are high. We have engaged in some process improvement efforts to maximize provider capacity and will continue those efforts while seeking further efficiencies.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes, budgeted funds are sufficient to cover the cost of this position.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

We already have a significant wait list for initial and follow-up appointments for our clients to see a licensed prescriber. Not filling could cause extended waiting time, destabilization of clients, increased costs due to short-term contracting for assistance or any combination of those.

Budget Impact Calculation

Department: Human Services
Position: Psychiatrist

Partial Budget Impact: 3/3/14-12/31/14 43 Weeks

Salary \$165,378.00

Fringe Benefits \$ 38,550.33

\$203,928.33

Note: Estimated date of hire for partial year calculation is for the Monday following the employees resignation

Annualized Budget Impact:

Salary \$199,992.00

Fringe Benefits \$ 46,619.00

\$246,611.00

Note: this position is in the 2014 budget

Position vacated: 3/1/2014

Budgeted hourly wage rate: \$96.15

Total Number of FTEs Budget for this position title in budget: 2

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 2

Number of FTEs filled with this position vacant: 1

Percent of this position staffed: 50%

Analyst Recommendation: The Psychiatrist is needed to provide appropriate mental health services to individuals including prescribing pharmacological agents. There is already a significant wait time for initial and follow-up appointments for Brown County Clients, and leaving this position vacant will make it longer. I recommend approval Tom Smith

Contact Jeremy Kral 448-6005

PLANNING COMMISSION

Brown County



305 E. WALNUT STREET, ROOM 320
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600

CHUCK LAMINE, AICP

PLANNING DIRECTOR

PHONE (920) 448-6480 FAX (920) 448-4487
WEB SITE www.co.brown.wi.us/planning

January 2, 2014

TO: Troy Streckenbach, County Executive
Lynn VandenLangenberg, Interim Human Resources Manager
Brent Miller, Director of Administration
Chuck Lamine, Planning and Land Services Director

FROM: Cole Runge, Principal Planner
Brown County Planning and Land Services

SUBJECT: Request to Fill Planner I – Transportation/GIS Position

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)

The position description was prepared in July of 2013 as a part of the PDQ development process. The position description is attached at the end of this form.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes. Many of the duties of this position are related to transportation plans and programs that are required by federal law. For example, this position assists with the annual development of the Transportation Improvement Program (TIP) for the Green Bay Urbanized Area. The TIP is completed to enable the Green Bay Urbanized Area to receive millions of federal dollars each year for street, highway, public transit, bicycle/pedestrian, and other transportation projects. This position is responsible for assisting with the completion other federally-mandated activities as well.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

Job performance will largely be based on:

- Successful completion of the TIP and other federally-mandated plans and programs.
- Successful development of graphics and other illustrative materials for plans, studies, and public presentations.
- Successful completion of plans, studies, and other tasks that are supervised by this position.

6

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

Now that the Urbanized Area exceeds 200,000 people, there are additional federal transportation planning requirements that have to be satisfied by the department's transportation planning division starting in 2014. The transportation planning division was also informed in 2013 that it will have to assume a significant role in the administration of a transportation program that was previously administered by the Wisconsin Department of Transportation (WisDOT), and this program was assigned to the transportation planning division by WisDOT because the Urbanized Area now exceeds 200,000 people. If this position is not filled, existing transportation planning staff will have to take on the added responsibility of the new federal requirements while continuing to perform their current duties.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

This position will be filled at no additional cost to Brown County because additional transportation planning grant funds will be received from WisDOT starting in January of 2014.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

The position is funded by the additional WisDOT grant funds that are referenced above. Not filling the position for three, six, or 12 months will proportionately reduce the grant funding available to Brown County to run the transportation planning program. Also, because the transportation planning division is required to complete more federally-mandated tasks than in the past because the Urbanized Area now exceeds 200,000 people, existing transportation planning staff will have to take on the added responsibility of the new federal requirements while continuing to perform their current duties if this position is not filled.

Budget Impact Calculation

Department: Planning and Land Services
Position: Planner I

Partial Budget Impact: 1/13/14-12/31/14 50 Weeks

Salary	\$ 46,940.38
Fringe Benefits	<u>\$ 22,579.81</u>
	\$ 69,520.19

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee Meeting.

Annualized Budget Impact:

Salary	\$ 48,818.00
Fringe Benefits	<u>\$ 23,483.00</u>
	\$ 72,301.00

Note: this position is in the 2014 budget

Position vacated: 12/31/2013

Budgeted hourly wage rate: \$23.47

Total Number of FTEs Budget for this position title in budget:	2
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	2
Number of FTEs filled with this position vacant:	1
Percent of this position staffed:	50%

Analyst Recommendation: This position was vacated due to an internal promotion within Planning and Land Services, to fill a vacated position approved through the budget process. I recommend Approval.
Tom Smith

Contact Cole Runge 448-6483

6

FACILITY MANAGEMENT

Brown County

BROWN COUNTY COMMUNITY TREATMENT CENTER
3150 GERSHWIN DRIVE
GREEN BAY, WISCONSIN 54311

PHONE (920) 391-4856 FAX (920) 391-4869
E-MAIL LEBOEUF_DL@CO.BROWN.WI.US



DIANE L. LE BOEUF, CEH
HOUSEKEEPING MANAGER

12/2013

TO: Troy Streckenbach, County Executive
Brent Miller, Administration

FROM: Diane LeBoeuf, Housekeeping Manager
Public Works / Facilities Management

SUBJECT: Request to fill – 1.0 FTE

1. Is this position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A- 1 form).

- Yes, it is current.

2. Are the duties of the position related to essential (mandatory) services? If yes, please explain.

- Yes, this position is essential.
- Proper cleaning and maintenance of our County buildings is necessary to meet and exceed the building's life expectancy and this includes the life expectancy of the interiors and furnishings as well.
- There are also safety concerns – floors are not clean pose slip and fall hazards for our employees and building visitors.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

- Housekeeping performance is measured by quality inspections of the areas they are assigned, feedback from employees, and internal and external customers. The current Housekeeping clean rates well above the average per hour square foot cleaning.
- Clean and sanitary buildings provide a better working environment for all building occupants; it also creates a good working environment for all employees which in turn reduce absenteeism.
- In-house employees per my own personal experience, internal customer opinions, and the opinion of the County Board provide a reliability, trustworthiness, confidentiality and flexibility of staff. We monitor staff and evaluate them on a regular basis.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating, and/or outsource job responsibilities.

- This position 1.0 FTE position is vacant as of the end of the day 12/13/13. This position is in the 2013 & 2014 budgets.
- My staff will need to work overtime and hire a temp to keep up with the work.
- Previous yearly reorganization efforts have decreased staff significantly to the point that there is not "fat" left to remove.
- 2012-I dropped amount of employees to take off on vacation from 2 people off Monday thru Friday down to 1 employee to be off at one time.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset the projected budget shortfalls?

- Yes. The 2013 budget has 9.5 FTE's in Housekeeping for the CHS buildings. As in question #4, we will need to use costly Overtime and temporary staff to keep these buildings at their current required cleanliness standards. Temp employees have been used in the past – the majority of the time was with substandard results.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

- The result of not filling this position would result in an increase of overtime, employee burnout and injuries-possible additional work comp claims, increased absenteeism, low moral which effects productivity, unsanitary and unsafe conditions for all building occupants.
- The life expectancy of furnishings, floors, and interiors would be reduced and replacement of materials wood occurs more often without the proper maintenance and cleaning, which is a costly thing to do. We need to keep the Counties investments clean and well maintained.

Budget Impact Calculation

Department: Public Works
Position: Housekeeper

Partial Budget Impact: 1/13/14-12/31/14 50 Weeks

Salary \$ 27,220.19

Fringe Benefits \$ 19,562.50

\$ 46,782.69

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting.

Annualized Budget Impact:

Salary \$ 28,309.00

Fringe Benefits \$ 20,345.00

\$ 48,654.00

Note: this position is in the 2014 budget

Position vacated: 12/13/2013

Budgeted hourly wage rate: \$13.61

Total Number of FTEs Budget for this position title in budget:	9.5
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>

Total Number of FTEs Available to be filled for this title in budget	9.5
-----------------------------------------------------------------------------	-----

Number of FTEs filled with this position vacant:	8.5
---------------------------------------------------------	-----

Percent of this position staffed:	89%
------------------------------------------	-----

Analyst Recommendation: This position is essential to maintain the cleanliness and safety of Brown County Facilities. I recommend approval Tom Smith

Contact Diane LeBoeuf 391-4856

NEW ZOO

Brown County



4418 REFORESTATION ROAD
GREEN BAY, WISCONSIN 54313

NEIL S. ANDERSON

DIRECTOR

PHONE (920) 434-7841 ext. 105 FAX (920) 434-4162
E-MAIL ANDERSON_NS@CO.BROWN.WI.US

December 5, 2013

TO: Troy Streckenbach, County Executive
Brent Miller, Director of Administration

FROM: Neil Anderson, Director
Northeastern Wisconsin Zoo and Brown County Parks

SUBJECT: Request to Fill – Assistant Park Director

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior** to submitting the A1 form.)

The position description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

The duties of the position are essential to the overall administration of Park services and operations.

Although the Parks is not a mandatory service, it is a service that Brown County provides for the community. The mission of the Brown County Parks is to enrich the quality of life in our community through a comprehensive system of open space and outdoor recreational facilities with an emphasis on natural resources, recreation and outdoor education. The position reports to the Zoo and Park Management Director which is critical for overall administration of park areas.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)
The job specific performance factors are listed in three main factors:

Job Specific#1

Develops, communicates, reviews, evaluates and monitors all policies, procedures and standards related to Park buildings, grounds, and programs. Ensures compliance with all applicable governmental codes and regulations. Assists the Director in developing annual work plans which outline goals and objectives of the department based upon the needs of Brown County. Directs and administers the work performed by Park operations; ensures assignments and projects are completed in a timely manner meeting quality standards and in compliance with applicable regulations.

Job Specific#2

Directs and administers Park programs. Ensures resources are provided and goals, objectives and activities are accomplished per program schedule. Responsible for oversight of all grant programs. Develops project plans, scopes, estimates, and schedules. Administers budget. Ensures all tasks are accomplished per schedule.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)
The job specific performance factors are listed in three main factors: **(continued)**

Job Specific#3

Assists the Director in the preparation and development of plans for all park properties including buildings, utilities, landscaping, trails, rifle range, boat launches, campgrounds, etc. Ensures that the daily park activities comply with long-term departmental goals. Responsible for oversight of all capital projects for Parks. Develops project plans, scopes, estimates, and schedules. Prepares and submit all funding related documents. Administers annual budget and compliance. Coordinates with project management functions to ensure that all tasks are accomplished per schedule. Facilitates and oversees all friends groups for Park support.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

This position is essential for Park related operations similar to the oversight of the NEW Zoo provided by the Zoo and Park Management Director. Over the previous few years, the department has been streamlined, re-organized and merged with the NEW Zoo, providing additional savings and efficiencies.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

There are sufficient budgeted funds approved for the 2014 County Budget for this position.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

The impact would have a negative effect on Park operations without this position. The NEW Zoo does not have an Assistant Zoo Director position and this would be difficult to cover and absorb duties internally thru the Zoo and Park Management Director and the Park Managers. The locations of the responsibilities would also be problematic being that the Zoo and Park Management Director is located at the NEW Zoo and Park managers located in respective Park areas. It will pose a very real challenge to address in the interim while the position is vacated.

Budget Impact Calculation

Department: Zoo and Parks Management
Position: Assistant Park Director

Partial Budget Impact: 1/13/14-12/31/14 50 Weeks

Salary \$ 63,179.81

Fringe Benefits \$ 25,063.46

\$ 88,243.27

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive committee Meeting.

Annualized Budget Impact:

Salary \$ 65,707.00

Fringe Benefits \$ 26,066.00

\$ 91,773.00

Note: this position is in the 2014 budget

Position vacated: 12/31/2013

Budgeted hourly wage rate: \$31.59

Total Number of FTEs Budget for this position title in budget:

1

Number of FTEs Unfunded for this position in budget

0

Total Number of FTEs Available to be filled for this title in budget

1

Number of FTEs filled with this position vacant:

0

Percent of this position staffed:

0%

Analyst Recommendation: This position is essential to the overall administration of Park Services and operations. Although the Parks is not a mandatory service, it is a service that Brown County provides to the community. I recommend approval Tom Smith

Contact

Neil Anderson 662-2401

**ATTORNEY BILLS SUBMITTED TO THE EXECUTIVE COMMITTEE
FOR MEETING MONDAY, JANUARY 6, 2014**

LAW FIRM	INVOICE NUMBER	DATE	AMOUNT	FOR
MICHAEL, BEST & FRIEDRICH LLP				
	1269779	12/16/2013	\$ 56.82	Fox River Cleanup - Insurance
	1269780	12/16/2013	\$ 3,654.00	API & NCR v. Geo. A. Whiting, et al
CONWAY, OLEJNICZAK & JERRY, S.C.				
	671310-033M-7	11/30/2013	\$ 800.00	Revolving Loan Fund Committee vs. Raven Mfg. LLC & Lynn Hesson
	671309-067M 2	11/30/2013	\$ 1,785.00	Revolving Loan Fund Committee - METJET, INC. and Michael J. Heisman
ATTY. GARY WICKERT				
	12W27-12-27-13	12/27/2013	\$ 4,180.00	Airport - General Matters
TOTAL =			\$ 10,475.82	



CONFIDENTIAL

Michael Best & Friedrich LLP
Attorneys at Law
One South Pinckney Street
Suite 700
Madison, WI 53703
Phone 608.257.3501
Fax 608.283.2275
www.michaelbest.com

EIN 39-0934985

Juliana Ruenzel, Corporation Counsel
Brown County Corporation Counsel
Northern Building - Room 680
305 East Walnut Street
PO Box 23600
Green Bay, WI 54305-3600

Wire Transfer Instructions
Bank Name: BMO Harris Bank, N.A.
111 W. Monroe Street, Chicago, IL 60603
ABA Routing # 075000288
Name of Acct: Michael Best & Friedrich LLP
Acct # 0024122010
SWIFT Code: HATRUS44

Invoice Date December 16, 2013
Invoice No. 1269779

Client/Matter **018236-0042 Fox River Cleanup - Insurance**

For professional services rendered through November 30, 2013, as follows:

<u>Date</u>	<u>Timekeeper</u>	<u>Narrative</u>	<u>Hours</u>	<u>Total</u>
11/26/13	R Exum	Update payment tracking chart with recent Wausau payment information; prepare letter to client enclosing Wausau check and updated defense invoice and payment tracking chart.	0.30	\$ 55.50

Total Hours and Services	0.30	\$ 55.50
--------------------------	------	----------

Disbursements:

<u>Date</u>	<u>Description</u>	<u>Total</u>
	Postage	\$ 1.32
Total Disbursements		\$ 1.32

Total Services	\$ 55.50
Total Disbursements	1.32

Total This Invoice

\$ 56.82

Prior Outstanding Invoices:

<u>Date</u>	<u>Invoice</u>	<u>Total</u>	<u>Credits</u>	<u>Balance</u>
11/13/13	1264845	\$ 148.00	\$ 0.00	\$ 148.00
Prior Outstanding Balance Due:				\$ 148.00

Prior Outstanding Invoice Aging:

0-30	31-60	61-90	91-120	121+
0.00	148.00	0.00	0.00	0.00

Timekeeper Breakdown:

<u>Timekeeper</u>	<u>Title</u>	<u>Hours Worked</u>	<u>Billed per Hour</u>	<u>Bill Amount</u>
R Exum	Paralegal	0.30	\$ 185	\$ 55.50
Totals		0.30		\$ 55.50

MICHAEL BEST

& FRIEDRICH LLP

CONFIDENTIAL

Michael Best & Friedrich LLP
Attorneys at Law
One South Pinckney Street
Suite 700
Madison, WI 53703
Phone 608.257.3501
Fax 608.283.2275
www.michaelbest.com

EIN 39-0934985

Juliana Ruenzel, Corporation Counsel
Brown County Corporation Counsel
Northern Building - Room 680
305 East Walnut Street
PO Box 23600
Green Bay, WI 54305-3600

Wire Transfer Instructions
Bank Name: BMO Harris Bank, N.A.
111 W. Monroe Street, Chicago, IL 60603
ABA Routing # 075000288
Name of Acct: Michael Best & Friedrich LLP
Acct # 0024122010
SWIFT Code: HATRUS44

Invoice Date December 16, 2013
Invoice No. 1269780

Client/Matter **018236-0044 API and NCR v. George A. Whiting, et al.**

For professional services rendered through November 30, 2013, as follows:

<u>Date</u>	<u>Timekeeper</u>	<u>Narrative</u>	<u>Hours</u>	<u>Total</u>
11/14/13	I Pitz	Review recent case filings and correspondence.	2.60	\$ 1,092.00
11/25/13	I Pitz	Read appellate reply briefs.	6.10	<u>2,562.00</u>
Total Hours and Services			8.70	\$ 3,654.00

Total Services	\$ 3,654.00
Total Disbursements	<u>0.00</u>

Total This Invoice

\$ 3,654.00

Timekeeper Breakdown:

<u>Timekeeper</u>	<u>Title</u>	<u>Hours Worked</u>	<u>Billed per Hour</u>	<u>Bill Amount</u>
I Pitz	Partner	<u>8.70</u>	\$ 420	\$ 3,654.00
Totals		8.70		\$ 3,654.00

STATEMENT

Law Firm of
CONWAY, OLEJNICZAK & JERRY, S.C.

P.O. Box 23200
 Green Bay, WI 54305-3200
 PHONE 920-437-0476
 FAX 920-437-2868

*OK
 C. Lamine
 10/18/13*

CHUCK LAMINE
 BROWN COUNTY ECONOMIC DEVELOPMENT
 305 E. WALNUT STREET, 5TH FLOOR
 P O BOX 23600
 GREEN BAY WI 54305-3600

Page: 1
 11/30/2013
 ACCOUNT NO: 671310-033M
 STATEMENT NO: 7

PLEASE RETURN THIS PORTION WITH PAYMENT

REVOLVING LOAN FUND COMMITTEE vs. RAVEN
 MANUFACTURING, LLC and LYNN A. HESSON



	PREVIOUS BALANCE		HOURS	
				\$1,090.96
11/07/2013 MMM	E-MAIL FROM ATTORNEY LYNN HESSON REQUESTING TOLLING AGREEMENT; PREPARE TOLLING AGREEMENT; E-MAIL TO ATTORNEY LYNN HESSON WITH TOLLING AGREEMENT; E-MAIL TO CLIENT RE: STATUS OF SETTLEMENT; BEGIN PREPARING PROPOSED SETTLEMENT AGREEMENT.		1.70	
11/11/2013 MMM	E-MAIL FROM AND TO ATTORNEY LYNN HESSON (X3) RE: TOLLING AGREEMENT.		0.50	
11/12/2013 MMM	E-MAIL FROM AND TO LYNN HESSON WITH TOLLING AGREEMENT; E-MAIL TO CLIENT RE: SAME; CONFERENCE WITH CLIENT RE: STATUS; TWO E-MAILS FROM CLIENT RE: CHANGES TO SETTLEMENT AGREEMENT AND E-MAIL TO ATTORNEY LYNN HESSON WITH FINAL PROPOSED SETTLEMENT AGREEMENT.		0.70	
11/20/2013 MMM	FOLLOW-UP TO ATTORNEY LYNN HESSON RE: REVIEW OF PROPOSED SETTLEMENT AGREEMENT.		0.20	
11/27/2013 MMM	E-MAIL FROM HESSON RE: STATUS FOR CURRENT SERVICES RENDERED		0.10	
			3.20	800.00
	TOTAL CURRENT WORK			800.00
	FINANCE CHARGE			2.41

BALANCE DUE ON RECEIPT OF THIS STATEMENT.

ACCOUNTS NOT PAID WITHIN 30 DAYS WILL BEAR INTEREST AT LEGAL RATE.

Law firm of **CONWAY, OLEJNICZAK & JERRY, S.C.**
 FED I.D. # 39-1254187

9

STATEMENT

Law Firm of
CONWAY, OLEJNICZAK & JERRY, S.C.

P.O. Box 23200
Green Bay, WI 54305-3200
PHONE 920-437-0476
FAX 920-437-2868

BROWN COUNTY ECONOMIC DEVELOPMENT

REVOLVING LOAN FUND COMMITTEE vs. RAVEN
MANUFACTURING, LLC and LYNN A. HESSON

Page: 2
11/30/2013
ACCOUNT NO: 671310-033M
STATEMENT NO: 7

PLEASE RETURN THIS PORTION WITH PAYMENT

BALANCE DUE

\$1,893.37

BALANCE DUE ON RECEIPT OF THIS STATEMENT.
ACCOUNTS NOT PAID WITHIN 30 DAYS WILL BEAR INTEREST AT LEGAL RATE.
Law firm of CONWAY, OLEJNICZAK & JERRY, S.C.
FED I.D. # 39-1254187

9

STATEMENT
Law Firm of
CONWAY, OLEJNICZAK & JERRY, S.C.

P.O. Box 23200
Green Bay, WI 54305-3200
PHONE 920-437-0476
FAX 920-437-2868

CHUCK LAMINE
BROWN COUNTY ECONOMIC DEVELOPMENT
305 E. WALNUT STREET, 5TH FLOOR
P O BOX 23600
GREEN BAY WI 54305-3600

Page: 1
11/30/2013
ACCOUNT NO: 671309-067M
STATEMENT NO: 2

PLEASE RETURN THIS PORTION WITH PAYMENT

REVOLVING LOAN FUND COMMITTEE - METJET, INC. and
MICHAEL J. HEISMAN



PREVIOUS BALANCE

\$1,075.00

		HOURS
11/01/2013		
MMM	REVIEW TWO E-MAILS FROM MICHAEL HEISMAN; CONFERENCE WITH CLIENT RE: SAME; TELEPHONE CALL TO JULIAN LAMUE AT ASSOCIATED BANK RE: CERTIFICATE OF DEPOSIT; BEGIN PREPARING CONTROL AGREEMENT WITH ASSOCIATED BANK.	0.60
11/04/2013		
MMM	E-MAIL FROM AND TO CLIENT (X2) RE: STATUS OF REQUEST FOR CONTROL AGREEMENT AND "TALKING POINTS" FOR COMMUNICATION WITH HEISMAN; E-MAIL FROM CLIENT (X2) RE: SAME.	0.80
11/06/2013		
MMM	E-MAIL FROM AND TO CLIENT RE: STATUS OF COMMUNICATIONS WITH ASSOCIATED BANK; E-MAIL TO LINDA LOEPER AT ASSOCIATED BANK REQUESTING ADDITIONAL INFORMATION RE: CERTIFICATE OF DEPOSIT.	0.80
11/08/2013		
MMM	E-MAIL FROM AND TO CLIENT (X2) RE: STATUS; CONFERENCE WITH ATTORNEY JUDY SCHMIDT-LEHMAN (ATTORNEY FOR CITY OF DE PERE); CONFERENCE WITH JULIAN LAMUE AT ASSOCIATED BANK RE: CONTROL AGREEMENT; FINALIZE CONTROL AGREEMENT; E-MAIL TO JULIAN LAMUE AND OTHERS WITH DRAFT FOR REVIEW.	1.20
11/11/2013		
MMM	E-MAIL FROM MICHAEL HEISMAN RE: CHANGES REQUESTED TO CONTROL AGREEMENT; E-MAIL TO AND FROM CLIENT RE: SAME; E-MAIL TO MICHAEL HEISMAN RE: DISCHARGE AND SECTION 523 EXCEPTION; PHONE CONFERENCE WITH MICHAEL HEISMAN; TELEPHONE CALL TO ATTORNEY JOHN PETITJEAN.	1.40

BALANCE DUE ON RECEIPT OF THIS STATEMENT.
ACCOUNTS NOT PAID WITHIN 30 DAYS WILL BEAR INTEREST AT LEGAL RATE.
Law firm of **CONWAY, OLEJNICZAK & JERRY, S.C.**
FED I.D. # 39-1254187

9

STATEMENT
Law Firm of
CONWAY, OLEJNICZAK & JERRY, S.C.

P.O. Box 23200
Green Bay, WI 54305-3200
PHONE 920-437-0476
FAX 920-437-2868

BROWN COUNTY ECONOMIC DEVELOPMENT

REVOLVING LOAN FUND COMMITTEE - METJET, INC. and
MICHAEL J. HEISMAN

Page: 2
11/30/2013
ACCOUNT NO: 671309-067M
STATEMENT NO: 2

PLEASE RETURN THIS PORTION WITH PAYMENT

	HOURS	
11/12/2013 MMM		CONFERENCE WITH ATTORNEY JOHN PETITJEAN; CONFERENCE WITH CLIENT; PREPARE AND FILE UCC-1 IDENTIFYING CERTIFICATE OF DEPOSIT AS COLLATERAL; REVIEW NUMEROUS E-MAILS FROM CLIENT, CITY OF DE PERE AND MICHAEL HEISMAN.
	1.30	
11/17/2013 MMM		E-MAIL TO ATTORNEY JOHN PETITJEAN WITH DRAFT CONTROL AGREEMENT; E-MAIL TO CLIENT RE: SAME.
	0.50	
11/19/2013 MMM		CONFERENCE WITH ATTORNEY JOHN PETITJEAN; E-MAIL FROM AND TO JULIAN LAMUE AT ASSOCIATED BANK; E-MAIL FROM CLIENT RE: 2012 UCC-1 STATEMENT.
	0.50	
	7.10	FOR CURRENT SERVICES RENDERED
		1,775.00
11/12/2013		DEPARTMENT OF FINANCIAL INSTITUTIONS - UCC FINANCING STATEMENT
		10.00
		10.00
		10.00
		TOTAL ADVANCES THRU 11/30/2013
		10.00
		TOTAL CURRENT WORK
		1,785.00
		BALANCE DUE
		\$2,860.00

BALANCE DUE ON RECEIPT OF THIS STATEMENT.
ACCOUNTS NOT PAID WITHIN 30 DAYS WILL BEAR INTEREST AT LEGAL RATE.
Law firm of **CONWAY, OLEJNICZAK & JERRY, S.C.**
FED I.D. # 39-1254187

9

GARY A. WICKERT, S.C.
Attorney and Counselor at Law
 801 E. WALNUT • P.O. BOX 1656
 GREEN BAY, WISCONSIN 54305

Gary A. Wickert

Telephone (920) 433-9125

Fax (920) 432-9188
 wicklaw@gbonline.com

December 27, 2013

Brown County Airport
 P.O. Box 23600
 Green Bay WI 54305-3600

Re: General Matters
 Our File No. 12 W 27

STATEMENT

DATE	FOR SERVICES RENDERED:	HOURS
11/27	Letter from Terry Gerbers; Review insurance certificate (CAVU); Letter to Tom Miller; Letter from Tom Miller	.40 .10 .20
12/4	Letter to Terry Gerbers re: CAVU insurance	
12/16	Review correspondence re: Longhorn easement; Phone conference with Harvey Black; Phone conference with Sue Bertrand; Letter to Harvey Black; Review CAVU file and insurance policy; Letter to Barb West;	.75
	Review files re: meeting with Tom, Sue, and John	1.00
2/17	Meeting with Tom Miller and Sue Bertrand re: miscellaneous pending matters	3.50
12/18	Review correspondence from Tom Miller re: smoking policy/e-cigarettes; Review § 101.123, Wis. Stats.; Phone conference with Tom Miller; Letter from Sue Bertrand with Clean Power cancellation; Letter from Sue Bertrand re: airline lease; Letter to Sue Bertrand re: Oneida road lease; Review road lease	.65 .25 .25 .60 .75 .30
12/19	Letter to Tom Miller re: Oneida road lease; Phone conference with Tom Miller re: road lease; Prepare "Notice" re: road lease; Letter from Sue Bertrand re: Longhorn; Letter to Harvey Black (re: license area); Letter from Tom Miller re: smoking policy; Letter to Tom Miller; Review e-mails, etc., from Harvey Black re: Longhorn; Review correspondence from Julianna re: smoking policy; Phone conference with Tom Miller	.20 .15 .15 .10 .35

Page Two
December 27, 2013

12/23	Phone conference with Tom Miller and Sue Bertrand;	.20
	Review and revise letter to Oneida Seven	
	Generations Corporation;	
	Phone conference with Tom Miller and Sue Bertrand;	.90
	Check re: Oneida Seven Generation;	
	Phone conference with Tom Miller and Sue Bertrand	.25
12/24	Research re: LLC - County organize;	
	Letter to Tom Miller	.75
12/26	Review Packerland Aviation Lease;	
	Letter to Tom Miller re: Packerland Aviation;	1.25
	Review CAVU subfile re: insurance coverage;	
	Review JetAir Lease re: Environmental coverage;	
	Phone conference with Tom Miller re: CAVU, JetAir,	
	5 acres, etc.);	1.25
	Letter to JetAir re: insurance;	
	Letter to Tom Miller;	.40
	Phone conference with Keith Gerard at BOA re:	
	vacating roads	.50
	TOTAL HOURS:	15.20

15.20 HOURS @ \$275.00 PER HOUR = \$4,180.00

AMOUNT DUE ON ACCOUNT:

\$4,180.00

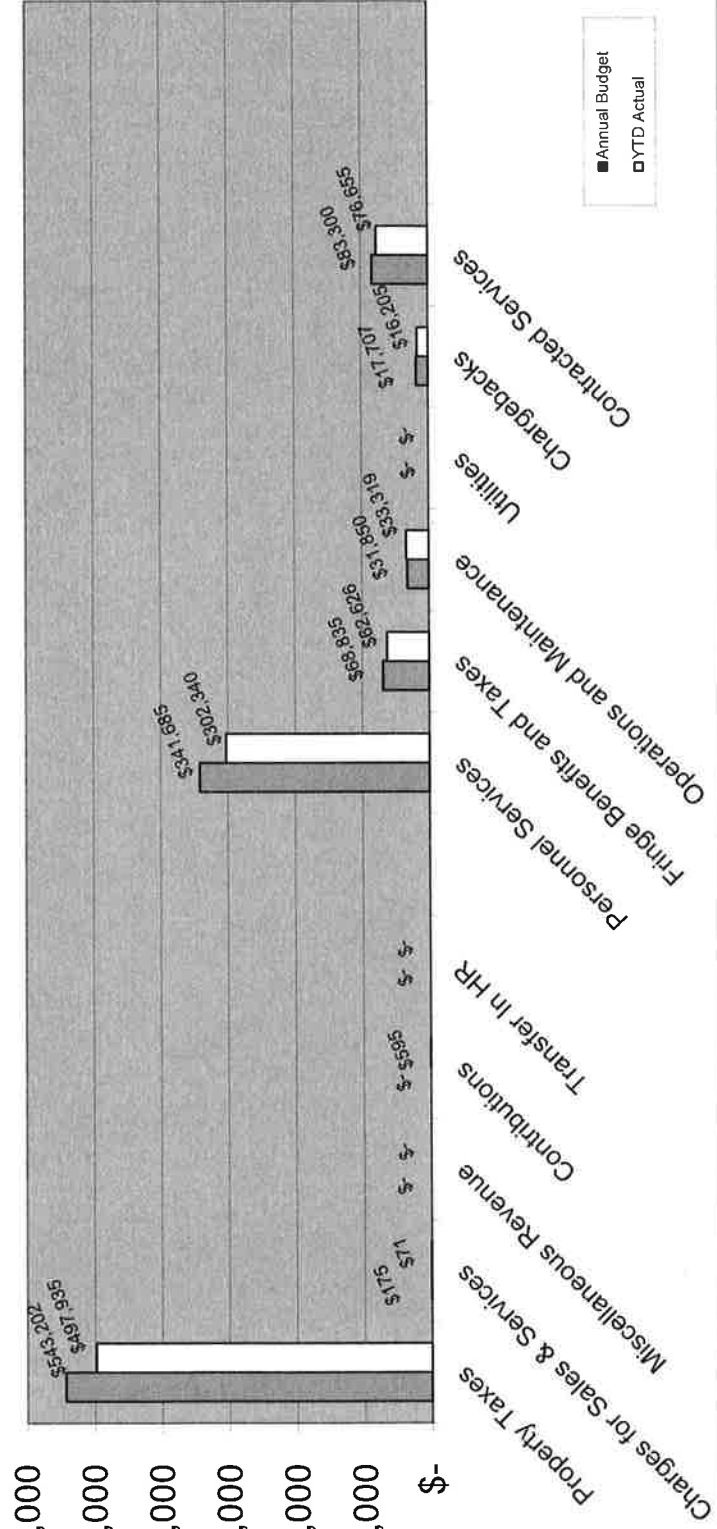
Thank you,
GAW:prn

	Annual	YTD
	Budget	Actual
Property Taxes	\$ 543,202	\$ 497,935
Charges for Sales & Services	\$ 175	\$ 71
Miscellaneous Revenue	\$ -	\$ -
Contributions	\$ -	\$ 595
Transfer In HR	\$ -	\$ -
Personnel Services	\$ 341,685	\$ 302,340 (1)
Fringe Benefits and Taxes	\$ 68,835	\$ 62,626 (2)
Operations and Maintenance	\$ 31,850	\$ 33,319 (3)
Utilities	\$ -	\$ -
Chargebacks	\$ 17,707	\$ 16,205 (4)
Contracted Services	\$ 83,300	\$ 76,655 (5)

Highlights:

- (1) - 88% of the Personnel Services budget has been utilized year-to-date.
- (2) - 91% of the Fringe Benefits and Taxes budget has been utilized year-to-date.
- (3) - 2014 dues and membership fees affiliated with NACo (\$4,960) were incorrectly posted to the 2013 budget. Administration (Finance) has been contacted to correct this error.
- (4) - 92% of the Chargeback budget has been utilized year-to-date.
- (5) - 92% of the Contracted Services budget has been utilized year-to-date. This is mostly attributed to \$75,100 paid to the external auditors for 2012 audit fees.

Board of Supervisors - November 30, 2013



11a



Monthly Summary Listing_11-30-13

Through 11/30/13
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Fund	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF										
REVENUE										
Property taxes		543,202.00	.00	543,202.00	45,266.83	.00	497,935.13	45,266.87	92	584,081.04
Charges for sales and services		175.00	.00	175.00	11.33	.00	70.86	104.14	40	377.05
Miscellaneous revenue		.00	.00	.00	.00	.00	.00	.00	+++	15.00
Contributions		.00	.00	.00	.00	.00	595.00	(595.00)	+++	.00
Transfer in		.00	.00	.00	.00	.00	.00	.00	+++	.00
REVENUE TOTALS		\$543,377.00	\$0.00	\$543,377.00	\$45,278.16	\$0.00	\$498,600.99	\$44,776.01	92%	\$584,473.09
EXPENSE										
Personnel services		341,685.00	.00	341,685.00	34,554.90	.00	302,340.09	39,344.91	88	315,692.33
Fringe benefits and taxes		68,835.00	.00	68,835.00	4,966.18	.00	62,625.73	6,209.27	91	81,264.88
Operations and maintenance		31,850.00	.00	31,850.00	6,664.08	.00	33,318.52	(1,468.52)	105	31,567.51
Utilities		.00	.00	.00	.00	.00	.00	.00	+++	.00
Chargebacks		17,707.00	.00	17,707.00	1,298.68	.00	16,204.55	1,502.45	92	15,142.65
Contracted services		83,300.00	.00	83,300.00	2,100.00	.00	76,655.00	6,645.00	92	89,155.00
EXPENSE TOTALS		\$543,377.00	\$0.00	\$543,377.00	\$49,583.84	\$0.00	\$491,143.89	\$52,233.11	90%	\$532,822.37
Fund 100 - GF Totals										
REVENUE TOTALS		543,377.00	.00	543,377.00	45,278.16	.00	498,600.99	44,776.01	92	584,473.09
EXPENSE TOTALS		543,377.00	.00	543,377.00	49,583.84	.00	491,143.89	52,233.11	90	532,822.37
Fund 100 - GF Totals		\$0.00	\$0.00	\$0.00	(\$4,305.68)	\$0.00	\$7,457.10	(\$7,457.10)		\$51,650.72
Grand Totals										
REVENUE TOTALS		543,377.00	.00	543,377.00	45,278.16	.00	498,600.99	44,776.01	92	584,473.09
EXPENSE TOTALS		543,377.00	.00	543,377.00	49,583.84	.00	491,143.89	52,233.11	90	532,822.37
Grand Totals		\$0.00	\$0.00	\$0.00	(\$4,305.68)	\$0.00	\$7,457.10	(\$7,457.10)		\$51,650.72

① 520,310.32
520,310.32 - Less 2014 NACo Dues
200,350.32 = paid in 2013.

0.00

11a

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

Phone (920) 448-4014 Fax (920) 448-6221

E-mail: process_dj@co.brown.wi.us

DAN PROCESS
INTERNAL AUDITOR

Date: January 2, 2014

To: Executive Committee

Cc: Patrick Moynihan Jr., County Board Chair

From: Dan Process, Internal Auditor *DP*

Re: Quarterly Status Update (October 1 – December 31, 2013)

Listed below is a summary of the projects completed or in-progress during the fourth quarter of 2013.

1. Completed: Monetary Receipts, Disbursements and Deposits Audit – Neville Public Museum (Report issued: November 2013)
2. Completed: Review/Analysis – 2014 Annual County Budget
3. In-progress: Missing Funds Incident – UW Extension
4. Standard Monthly Duties
 - a. Reviewed the Clerk of Courts monthly bank reconciliation
 - b. Reviewed the Board's monthly financial statements and prepared summary report for Executive Committee
 - c. Prepared and reviewed monthly report of County payments over \$5,000
5. Standard Quarterly Duties
 - a. Audit Follow-Up
 - i. External (See attachment)
 - ii. Internal (See attachment)
6. Other miscellaneous activities (e.g., addressed tip line calls/messages, internal control questions, open records requests, Supervisor's requests, etc.)

If you have any questions regarding this information, please contact me at your convenience.

Thank you.

11b

Brown County Board of Supervisors
Internal Audit
Audit Follow-Up (External)
As of December 31, 2013

Source	Area	Finding	Recommendation	Management Response	Targeted Completion Date:
Management Communications (12/31/12)	Community Programs	Status of Prior Year Comment - Financial Reporting and Month and Year-end Closing Procedures	<p>We (Schenck) have reported during prior year audits that month and year end closing procedures take a significant amount of time due to the systems and procedures currently in place. While this is not usual due to the size of the department and the complexity of its grant reporting requirements, it is imperative that the majority of the year end closing activities occur by mid-March to accurately complete final grant expenditure reports by the end of March. Our current year audit noted instances where various year-end accounts had not been reconciled resulting in audit adjustments completed after final grant expenditure reports were submitted, contributing to single audit findings on federal and state programs. Because of audit findings noted, the County will be considered a high risk auditee for its management of federal and state awards programs in future years until the appropriate improvements can be made to its systems. In the past, we (Schenck) recommended the Community Programs department, as part of the County's new accounting system implementation, review their month and year-end closing procedures to determine if additional operating efficiencies through automation or integration with the new system could improve the timeliness of closing procedures and financial projections. The new accounting system was installed in 2009, but few changes were made to improve the department's closing procedures. We have also recommended a month end checklist of closing procedures be developed, as discussed in the next comment. We (Schenck) therefore continue to recommend the County review the current procedures and consider making changes that will create efficiencies and allow for a more timely closing process.</p>	<p>Management will review the current procedures and will make changes to allow for a more timely year-end closing. Turnover of key fiscal personnel created a void in year-end closing duties. To increase the accuracy of reporting, a checklist of closing procedures has been created and will be updated along with improvements in the closing process. <u>12/02/13</u> Update: We continue to experience turnover of staff and a key open position (Finance Supervisor). We are currently working on developing reporting from the general ledger which will reduce errors. We have developed a month-end checklist and will develop a year-end checklist. Implementation completion will be expected at the end of 2014.</p>	12/31/14

116

Brown County Board of Supervisors
Internal Audit
Audit Follow-Up (External)
As of December 31, 2013

Source	Area	Finding	Recommendation	Management Response	Targeted Completion Date:
Management Communications (12/31/12)	Community Programs	Status of Prior Year Comment - Financial Reporting Procedures	Community Programs month and year-end financial reporting is a complex system of general ledger reconciliations, supporting spreadsheets and detailed cost allocations maintained in multiple excel spreadsheets designed to accumulate expenditures and revenue offsets to properly report financial activities to the State of Wisconsin or other grantors. Because of the size of the department, many employees are involved in these processes and, at times, adequate review and approval does not exist or not clearly documented. Currently, no month or year-end checklist of closing procedures exists which details each financial employee's involvement, responsibilities, and related time frames to complete tasks. We (Schenck) recommend the Community Programs department develop a financial reporting checklist to identify steps in closing and reporting the department's transactions to grantor agencies. This checklist would identify individual employee responsibilities, including who is responsible to review and approve each step. This checklist should also be supplemented with written procedures and identification of key back-up employees to ensure adequate cross-training exists to complete the procedures. This documentation could be beneficial to train new employees or ensure financial reporting steps are appropriately adjusted when changes occur to department operations and programs. In addition, as part of the development of this checklist, the department should evaluate opportunities to increase efficiency through increased utilization of the general ledger computer system and redesign of the current spreadsheets.	A checklist of reporting requirements will be developed to help ensure the accuracy of financial reporting. Spreadsheets used in the reporting process will be audited, reviewed, simplified, and consolidated to foster a more efficient reporting process. In addition, a review of the accuracy of data transferred from the County ERP system into reporting spreadsheets will be performed. 12/02/13 Update: Several spreadsheets have been developed to support grant claims as follows: 1) Child Care Claims 2) WHEAP Claims. A monthly checklist has been developed to aid in reporting claims data. In addition, over 100 general ledger accounts have been added to foster more accurate reporting from the general ledger. We are in the process of developing a month-end reconciliation spreadsheet that will replace the prior spreadsheet that was inaccurate. Full completion of this step will be expected at the end 2014.	12/31/14

Brown County Board of Supervisors
Internal Audit
Audit Follow-Up (External)
As of December 31, 2013

Source	Area	Finding	Recommendation	Management Response	Targeted Completion Date:
Management Communications (12/31/12)	Community Programs	Policies and Procedures Manual	<p>Community Programs has experienced the departure of several key fiscal employees during the past few years. The loss of these key employees has been complicated by a lack of internal documentation of the related processes and procedures and a lack of other employees trained to fill in for the key employees in cases of absence. Many of the findings noted in the County's single audit report can be traced either directly or indirectly to a lack of contingency and transition planning for these key positions. Having complete internal documentation of existing processes and procedures is a vital part of a successful transition to a new employee, especially when the change is unplanned. Cross training employees so multiple employee can complete essential procedures is a fundamental risk-management tool that will help avoid a crisis when a key employee departs. Cross training is especially crucial for positions that are highly involved in the processes and procedures conducted on the County's software systems, as it is not always possible to hire an experienced replacement for these positions. To enhance controls and ensure future turnover does not impact completion of key financial reporting by the department, we recommend (Schenck) the department consider documenting all procedures performed by County and department personnel related to all financial reporting processes. Including an explanation of how all the information is integrated with the County's financial system and related due dates. In our opinion, an updated, comprehensive manual would serve the department as follows: coordinate financial management processes among County and department staff, establish responsibility at all levels of management and provide necessary authority and controls to permit discharge of those responsibilities. We (Schenck) recommend that the Department prioritize the documentation of the processes and procedures performed by key fiscal employees. We also recommend the Department instruct multiple employees on how to complete these processes and procedures, especially for those positions that have a high-level of usage of the internally-developed software systems. Both these items will require the County and its departments to allocate the necessary resources to obtain an adequate number of employees to fill the Community Programs Department's fiscal needs in a timely manner.</p>	<p>A procedure manual will be developed for fiscal operations including financial reporting which will be an ongoing initiative. Where possible, interfaces will be developed and reports written within the County EMR system to ensure data integrity. In addition, fiscal staff will be cross-training between the across Community Programs and Community Treatment Center fiscal operations. 12/02/13 Update: This task will take more than a year to complete and will be an on-going effort. The BCHSD is budgeted to replace its existing service authorization system and accounts payable system. An updated financial process for all of HS will be completed after implementation of the new system. Target date for implementation is the end of 2015.</p>	12/31/15
Management Communications (12/31/12)	Community Programs	High Risk Audit Status	<p>Because of the numerous audit entries and other findings reported in the County's single audit report, the County will be considered a high risk auditee for 2013. This determination has the following impact on the County and the County's audit: at least 50% (compared to 25% of a low-risk auditee) of the programs will need to be tested as major, increasing both audit and staff time in completing the additional procedures. Increased federal or state scrutiny of department programs. We (Schenck) recommend the County review and implement recommendations previously described above.</p>	See Management Responses above.	

11b

Brown County Board of Supervisors

Internal Audit

Audit Follow-Up (External)

As of December 31, 2013

Source	Area	Finding	Recommendation	Management Response	Targeted Completion Date:
Federal Awards and State Financial Assistance Report (12/31/12)	Community Programs	2012-01: Reporting - Reconciling and Review Processes	We (Schenck) recommend the Department redesign their expenditure reconciliation process to include all general ledger accounts and all reported grant program expenditure amounts and to minimize the required amount of manual data entry. We also advise the Department to consider modifying their general ledger to more closely align with current grant programs and to complete necessary adjustments between programs within their general ledger. We also recommend the Department develop a meaningful review and approval process for all expenditure reports and the related reconciliation in order to prevent reporting errors.	Department fiscal staff will redesign the expenditure reconciliation spreadsheet to minimize manual entry and to include all of the general ledger accounts. In addition, an approval and review process will be developed to ensure reporting accuracy. <u>12/02/13 Update:</u> More than 100 general ledger accounts have been added to foster claim reporting from the general ledger. Reconciliation to the general ledger will require a new spreadsheet to be developed. This is targeted to be completed by 03/31/14.	03/31/14
Federal Awards and State Financial Assistance Report (12/31/12)	Community Programs	2012-02: Subrecipient Monitoring - Income Maintenance Consortium	We (Schenck) recommend the Department redesign their consortium contracting, monitoring, and payment processes in order to more adequately monitor compliance requirements and ensure accuracy in payments.	The department will redesign the IM consortium contract and will account for consortium counties revenues and expenses separately. <u>12/02/13 Update:</u> This will be completed in December 2013.	12/31/13
Federal Awards and State Financial Assistance Report (12/31/12)	Community Programs	2012-03: Allowable Costs/Cost Principles - Personnel Costs	We (Schenck) recommend the Department review the current time study procedures and the employees completing them and redesign the reporting calculation/reconciliation worksheets to accurately reflect the actual amounts to be reported.	Department fiscal staff will redesign the calculation worksheets to accurately reflect the actual amounts to be reported. A reconciliation will be developed to account for costs between the general ledger and the reporting worksheets. <u>12/02/13 Update:</u> Time study worksheets have been redesigned and implemented in December 2013.	12/31/13
Federal Awards and State Financial Assistance Report (12/31/12)	Community Programs	2012-04: Reporting - Duplicated Costs	We (Schenck) recommend the Department follow the recommendation in Finding 2012-01.	Department fiscal staff will redesign the expenditure reconciliation spreadsheet to minimize manual entry and to include all of the general ledger accounts. In addition, an approval and review process will be developed to ensure reporting accuracy. <u>12/02/13 Update:</u> We have developed a general ledger download process that will reduce errors. The download process has been developed; new general ledger accounts have been added in December 2013. Claims data will now be reported from the general ledger rather than estimates made by the accountants. This will be completed by 03/31/14.	03/31/14
Federal Awards and State Financial Assistance Report (12/31/12)	Community Programs	2012-05: Reporting - Duplicated Costs	We (Schenck) recommend the Department follow the recommendation in Finding 2012-01.	Department fiscal staff will redesign the expenditure reconciliation spreadsheet to minimize manual entry and to include all of the general ledger accounts. In addition, an approval and review process will be developed to ensure reporting accuracy. <u>12/02/13 Update:</u> This will be completed by 03/31/14.	03/31/14
Federal Awards and State Financial Assistance Report (12/31/12)	Community Programs	2012-06: Unallowable Costs - Vehicle Costs	We (Schenck) recommend that Department personnel who review and approve purchase requests be familiar with the ACPM and develop procedures to ensure similar purchases are appropriately reported in the future.	Department staff have corrected this issue in July 2013 by redesigning a report found in the County ERP system. The report no longer reports Outlay items and the costs will no longer be reported as part of AMSO.	07/31/13
Federal Awards and State Financial Assistance Report (12/31/12)	Community Programs	2012-07: Unallowable Costs - AMSO	We (Schenck) recommend the Department follow the recommendation in Finding 2012-01.	Department fiscal staff will redesign the expenditure reconciliation spreadsheet to minimize manual entry and to include all of the general ledger accounts. In addition, an approval and review process will be developed to ensure reporting accuracy. <u>12/02/13 Update:</u> This was completed in February 2013.	02/28/13

116

Brown County Board of Supervisors
Internal Audit
Audit Follow-Up (External)
As of December 31, 2013

Source	Area	Finding	Recommendation	Management Response	Targeted Completion Date:
Federal Awards and State Financial Assistance Report (12/31/12)	Community Programs	2012-08: Reporting Third Party Revenues on HSRS	We (Schenck) recommend the Department correct future software problems in a timelier manner and net the Medicaid revenues on HSRS throughout the year. If the billing cannot be completed in a timelier manner, the applicable expenditures should not be reported on HSRS until the revenue amounts are determined.	Brown County Technology Services will continue to take steps to fully implement a Work Order Tracking System. Work orders will be internally reviewed and assigned on a weekly basis. Bi-monthly reviews with Human Services Management will be conducted to maintain proper prioritizations. System issues affecting revenue generation will be prioritized appropriately. Critical back logs, should they occur, will be outsourced to maintain timeliness. Processing functions that are more appropriately performed by Human Service's staff will be trained and transitioned. <u>12/02/13 Update:</u> This was completed in December 2012.	12/31/12

**Brown County Board of Supervisors
Internal Audit
Audit Follow-Up (Internal Audit)
As of December 31, 2013**

Source	Finding	Recommendation	Responsible Area	Management Response	Updated Management Response / Follow-Up Performed	Next Follow-Up Date
Bank Reconciliation Review	The balance in the Brown County Economic Crime Committee bank account was not reflected within the County's financial statements. In addition, ownership of this account was not clearly understood by the appropriate parties.	Corrective action should be taken by management to properly reflect the balance in the Brown County Economic Crime Committee account within the County's financial statements. In addition, management should consider reviewing existing bank account opening/closing procedures and reminding Department Heads and individuals of these procedures/requirements.	District Attorney	The District Attorney is in the process of determining if this account can be closed and the balance transferred to the appropriate County department. 06-30-13; Management continues to investigate. However, until fund designation has been determined account cannot be closed.	09-05-13: The District Attorney continues to review account for a possible transfer. In the meantime, funds have been transferred into a fiduciary fund until final resolution is determined.	03/31/14
Bank Reconciliation Review			Administration	Once the issues surrounding the bank account have been resolved proper accounting treatment can be determined. 06-30-13: Management continues to investigate. However, until fund designation has been determined account cannot be closed.		03/31/14
Monetary Receipts, Disbursements and Deposits Audit - NEW Zoo	Collection sites may be remote and/or performed by one employee.	Management should consider the installation of surveillance cameras to monitor collection sites that are remote and/or performed by one employee for an extended period of time. If this control is not feasible, management should consider alternative controls that strengthen monitoring activities over remote collection sites.	NEW Zoo	Additional surveillance cameras will be installed with the arrival of the fiber optic line.	Per discussion with management, the laying of fiber optic cable to the NEW Zoo has been delayed. As a result, the installation of additional surveillance cameras has also been delayed.	04/30/14
Monetary Receipts, Disbursements and Deposits Audit - NEW Zoo	Customer service levels may be reduced and food and beverage sales impeded.	Management should consider the acquisition of additional credit card machines for placement within the Mayan Restaurant. This enhancement would help to improve employee efficiency and reduce delays and extended lines experienced during busy periods. Increased sales and customer service levels would also benefit. (Recommendation is further supported by planned fiber optic positioning and an anticipated increase in customer traffic associated with the Adventure Park venue.)	NEW Zoo	The fiber optic expansion will allow the NEW Zoo to add additional phone lines for additional credit card machines.		03/31/14
Monetary Receipts, Disbursements and Deposits Audit - Neville Public Museum	Deposits were not consistent with policy requirements.	Management should strengthen existing controls by designating and training a back-up to the primary individuals responsible for reconciliation/deposit preparation. A designated and trained back-up would help to ensure that minimum weekly deposit requirements are adhered to should one of the primary reconcilers/depositors be unavailable. This would also ensure that excess cash is kept to a minimum.	Museum	Effective immediately, the Interim Director will serve as the back-up to the primary individuals responsible for reconciliation/deposit preparation. This procedure ensures that weekly deposits take place and excess cash is not kept on-site.	Per discussion with management, the Interim Director has been serving as the back-up to the primary reconciler, when needed. Corrective action taken appears to satisfy recommendation.	Closed

11b

**Brown County Board of Supervisors
Internal Audit
Audit Follow-Up (Internal Audit)
As of December 31, 2013**

Source	Finding	Recommendation	Responsible Area	Management Response	Updated Management Response / Follow-Up Performed	Next Follow-Up Date
Monetary Receipts, Disbursements and Deposits Audit - Neville Public Museum	Adequate segregation of duties was not maintained over photo revenue. In addition, an unsecured cash box was held by the Curator of Collections.	Management should consider eliminating the collection of photo revenue by the Curator of Collections; including the elimination of the cash box under this individual's control. To accomplish this task, management should consider developing and implementing procedures which prohibit the Curator of Collections from receiving photo revenue directly from the customer or through the mail. Collection activities could be re-assigned and processed through the Admissions desk, which currently handles and processes customer pick-up requests. The Clerk/Typist II could also provide the Curator of Collections with a list of items received in the mail. By implementing this control, management would reduce the Curator of Collections ability to control photo sales from beginning to end. If implementation of this control is not feasible, management should develop and utilize request forms that contain control numbers that can be tracked and used to verify photo revenue. Management should also ensure that funds within the cash box and collected through photo sales are kept in a secured location (i.e., locked filing cabinet or safe). Management should also consider eliminating the practice of forwarding photo revenue to the Curator of Collections received through the mail and replacing this with a list of revenue collected. This would reduce the amount of funds handled by the Curator of Collections and promote timelier photo revenue processing/depositing.	Museum	The Interim Director and Curator of Collections will create a form to track requests, the issuance of invoices and the collection and recording of payments (e.g., in-person requests, requests by e-mail and requests by mail). The Interim Director and Curator of Collections will also pursue the collection of fees by the Guest Service staff via Guest Service Coordinator upon pick-up of images at the Museum. In addition, the Curator of Collections no longer has direct access to the cash box, which has been moved to a secured location.		06/01/14
Monetary Receipts, Disbursements and Deposits Audit - Neville Public Museum	The opening of incoming mail is performed by one individual. In addition, a listing was not maintained to reflect funds received.	Management should ensure that dual control over mail opening activities is maintained at all times. If implementation of this control is not feasible, management should, at a minimum, ensure that such operations are visible to other employees. Management should also develop and implement a form to record money received, including: date received, name of payee, check number/item received, amount and the initial(s) of the employee(s) logging the check/item received. This log should also reflect all incoming funds received; including mail addressed to specific individuals.	Museum	A log has been developed and implemented to record money received through the mail. In addition, dual control over mail opening procedures has been established. If two staff members are not available, mail opening procedures are delayed until the next business day.	On December 27, 2013, Internal Audit obtained and reviewed the log used to record mail opening activities (i.e., NPM Mail Opening - Money Received). Corrective action taken appears to satisfy recommendation.	Closed

11b

Brown County Board of Supervisors
Internal Audit
Audit Follow-Up (Internal Audit)
As of December 31, 2013

Source	Finding	Recommendation	Responsible Area	Management Response	Updated Management Response / Follow-Up Performed	Next Follow-Up Date
Monetary Receipts, Disbursements and Deposits Audit - Neville Public Museum	Fund verification was not documented. In addition, safeguarding of assets (cash) should be strengthened.	Management should implement procedures which include documentation to support the periodic verification of funds within the cash exchange box. This documentation should include the date, amount and signatures (at least two) of those witnessing the verification. In addition, management should place the funds from the cash exchange box and the cash register drawer into a safe during non-business hours. If implementation of this control is not feasible, management should, at a minimum, increase the security of the cash register drawer by concealing its location and/or securing it to the Admissions desk structure.	Museum	Procedures have been implemented to document the periodic verification of funds within the cash exchange box. Additionally, the Interim Director and the Guest Service Coordinator are in the process of identifying a solution to the first floor entry way and exhibition area based on increased traffic/security due to the Packers Hall of Fame exhibit. An interim solution will be sought to address the immediate security concerns of the cash drawer and a long-term solution to address the overall admissions area, including security over the cash drawer.	On December 27, 2013, Internal Audit obtained and reviewed the log used to verify funds held within the cash exchange box (i.e., Cash Exchange Weekly Count Box Log). Corrective action taken appears to satisfy recommendation. Internal Audit also determined that a box has been built and secured to the counter to provide security over the cash drawer. Interim solution to secure cash drawer has been implemented.	06/01/14 (Long-term)
Monetary Receipts, Disbursements and Deposits Audit - Neville Public Museum	Dual control over bank deposit funds was not maintained.	Management should consider the use of a tamper-proof or tamper-evident bag to hold all pending deposits. This added security would help to ensure that funds are kept intact prior to deposit and also alert the Treasurer to any possible tampering.	Museum	Tamper-proof bags have been implemented and are being utilized for all deposits.	On December 27, 2013, Internal Audit viewed the tamper-proof bag used for deposits. Corrective action taken appears to satisfy recommendation.	Closed
Monetary Receipts, Disbursements and Deposits Audit - Neville Public Museum	Deposit slips were not independently reviewed for alterations or compared to receipts for validity.	Management should ensure that deposit slips are independently reviewed for alterations and that deposit slips are compared to system reports (receipts) for validity. This review should be done on a periodic basis and documented to support compliance with this requirement.	Museum	Procedures will be developed and implemented to ensure that deposit slips are periodically reviewed independently and that deposit slips are compared to system reports for validity. Documentation will also be retained to support this process.		06/01/14
Monetary Receipts, Disbursements and Deposits Audit - Neville Public Museum	Manual tasks could be automated.	Management should develop and implement procedures which employ available techniques that eliminate manual tasks and utilize reports that can be system generated. By implementing these procedures, management would replace time consuming manual activities with computerized reports that would help to increase staff availability for other value added tasks.	Museum	System generated reports are being utilized to support deposits and to eliminate manual activities.	Per discussion with management, system generated reports are utilized to support deposits and eliminate manual activities. Corrective action taken appears to satisfy recommendation.	Closed
Monetary Receipts, Disbursements and Deposits Audit - Neville Public Museum	Admissions were not periodically verified.	Management should consider developing and implementing procedures which periodically reconcile the number of wristbands issued to the number of Museum visitors (Altru). This control, when tested, would help to ensure that each wristband issued is accounted for and each admission properly supported.	Museum	Procedures will be developed and implemented to periodically reconcile the number of wristbands issued to the number of Museum visitors.		06/01/14
Monetary Receipts, Disbursements and Deposits Audit - Neville Public Museum	Controls over gift certificates should be strengthened.	Management should develop and implement procedures which ensure that all gift certificates are tracked for propriety. Such procedures should include the use of a register to record all gift certificates sold. This register should include the date sold, control number, category, admission number and amount. This information could then be used to track and account for all gift certificates.	Museum	A register to record and track all gift certificates has been developed and implemented.	On December 27, 2013, Internal Audit obtained and reviewed the log used to track gift certificates (i.e., Neville Museum Gift Certificate Log). Corrective action taken appears to satisfy recommendation.	Closed

Brown County
Protective Status Review

Summary:

There have been recent news articles from across the State of Wisconsin of counties re-evaluating the status assigned to Correction Officers in regard to their Employee Trust Fund (ETF) status. Brown County currently classifies the Correction Officers as Protective Status. Although there was no known documentation of this classification, there is anecdotal evidence that the Protective Status was established when the new Jail was built and there was a need to attract a high number of correctional officers, with the competition for this position being the State who is eligible to classify the State Correctional Officers as protective.

There are specific guidelines that are used to determine the classification of employees. Brown County uses three of the classifications:

- 1.) Elected Officials,
- 2.) Protective; and
- 3.) General.

If an employee does not meet the criteria of Protective as set forth by WRS, the employee is classified as General. Most Brown County employees are in the General classification. (Attachment A and Attachment B)

There are certain positions that are listed as Protective status however a principal duty test must be passed to qualify as protective status. The principal duty test includes three requirements that must be met 51% or more of the time to classify an employee as Protective status. In other words, the work performed by employees (not the job description) must meet all three of the criteria for 51% or more of the time.

MUST MEET ALL THREE REQUIREMENTS 51% OR MORE OF THE TIME	Duties included		51% or more	
	Yes	No	Yes	No
Involvement in active law enforcement or active fire suppression or prevention.		√		√
Frequent exposure to a high degree of danger or peril.	√			√
A high degree of physical conditioning.	√			√

Category	Employee %	County %	Retirement Age	Normal Retirement Age (for Disability Benefits)	Special Disability Benefits
Elected Officials	7.75	7.75	55	62	N/A
Protective w/25 yrs	7.00	10.10	50	53	50 – 55 w/ 15 yrs. service
Protective w <25 yrs	7.00	10.10	50	54	
General	7.00	7.00	55	65	N/A

It is my understanding, and it is in to WRS ETF for clarification, that when an employee has service in the Protective Status category, that employee is eligible for the retirement age of Protective Status.

Analysis:

The position of Corrections Officer is important to the well-being of the inmates within the Jail. The Corrections Officers are exposed to situations that most will not experience. There is exposure to danger/peril and the Corrections Officers are expected to have a level of physical conditioning to control an unruly or disturbed inmate and to control the behavior among inmates.

The materials reviewed to analyze the work to meet the requirements include:

1. Job Description – Correction Officer
2. Position Description Questionnaire – Correction Officer
3. Definition of Jail Officer and Law Enforcement Officer per State law

In review of these documents, there is no evidence that the Corrections Officers meet the first requirement of active law enforcement. Under Wisconsin State Statutes 165.85 (Attachment C), there are two separate definitions for Jail Officers and Law Enforcement Officers.

Jail Officers are employed for the purpose of supervising, controlling or maintaining a jail or the persons confined a jail.

Law Enforcement Officers are employed for the purpose of detecting and preventing crime and enforcing laws or ordinances and who is authorized to make arrests for violations of the laws or ordinance the person is employed to enforce.

Corrections Officers do not make arrests and are not employed to enforce laws. The Corrections Officers have different qualifications, standards, and responsibilities than the Patrol Officers. The Correction Officer is not interchangeable with the Law Enforcement Officer due to different job requirements, education, experience, and duties assigned.

The job description on file with Human Resources does not reference law enforcement. The position description questions completed by staff and approved by management does not reference law enforcement. The Corrections Officers do not carry weapons and are not sworn or deputized by the Sheriff.

Determination:

Brown County has an obligation to properly classify the employees based on WRS requirements. (Attachment C) Based on the criteria set forth in Section 403, the Correction Officers do not meet the principal duty test to be classified as Protective status.

Next Steps:

Brown County will correct each employee's classification through WRS ETF Online Network for Employers (ONE) system effective 1/1/2014. Employees have an appeal process to dispute the classification. The appeal process is outlined in Section 403. (Attachment D)

ATTACHMENT A

Except from Department of Employee Trust funds, Wisconsin Retirement System Administration Manual, Chapter 4 Employment Category Determination ET-1127 (Chapter 4 Revised 5/13)

Section 401 – Employment Category Descriptions

2011 Wisconsin Acts 10 and 32 required the implementation of employment category changes for all WRS members; the new categories are listed below. The effective date(s) were staggered depending on applicable Wisconsin laws.

Employment Code/Title		Description
30	General Employee	Includes all reserve judges, court reports, and employees not specifically designated under one of the other employment categories.
31	Court Reporter (used only by State agencies)	
33	Protective Occupation Under Social Security	<p>Includes only those employees whose principal duties (51% or more) meet all of the following requirements as defined in Wis. Stat. 40.02 (48) (a):</p> <ol style="list-style-type: none"> 1. Involvement in active law enforcement or active fire suppression or prevention. 2. Frequent exposure to a high degree of danger or peril. 3. A high degree of physical conditioning. <p>Wis. Stat 40.02 (48) (am) enumerates specific occupations typically qualifying for protective occupation participation. Bearing the title of one of the occupations listed does not, however, automatically confer protective occupation participant status upon the employee. The employee's principal duties must also meet the "protective occupation participant" requirements defined in 40.02 (48) (a), Wis. Stat. The specifically enumerated occupations are*:</p> <ul style="list-style-type: none"> • Police officer • Deputy sheriff • State correctional psychiatric officer • County traffic police officer <p>Per Wis. Stat. 40.02 (48) (bm), an employer may determine an Emergency Medical Technician (EMT) is a protective occupation participant, and the employer may do so without determining that the principal duties of the EMT involve active law enforcement or active fire suppression. The effective date of a determination that an EMT is protective category is the date ETF is notified of the classification; service prior to that date must remain under the general employment category. EMTs classified as general employees are not eligible for ETF administered duty-disability benefits. In cases of multiple employment duties with a single employer – if one duty is that of EMT – only those hours in the performance of EMT duties can be classified as</p>

		<p>protective; the other employment hours would require separate reporting under their appropriate employment category.</p> <p>*More positions, not applicable to Brown County, are in the listing in the section of the manual.</p>
49	Local Elected Official or Person Appointed to Fill an Elected Position	<p>This group includes local officials who are elected to office by vote of the people or persons appointed to fill an unexpired elected office term. Elected sheriffs are classified as Protective Occupation Under Social Security (Code 33).</p>

ATTACHMENT B

Wisconsin State Statutes

(48)

(a) "Protective occupation participant" means any participant whose principal duties are determined by the participating employer, or, subject to s. 40.06 (1) (dm), by the department head in the case of a state employee, to involve active law enforcement or active fire suppression or prevention, provided the duties require frequent exposure to a high degree of danger or peril and also require a high degree of physical conditioning.

(am) "Protective occupation participant" includes any participant whose name is certified to the fund as provided in s. 40.06 (1) (d) and (dm) and who is any of the following:

1. A conservation warden.
2. A conservation patrol boat captain.
3. A conservation patrol boat engineer.
4. A conservation pilot.
5. A conservation patrol officer.
6. A forest fire control assistant.
7. A member of the state traffic patrol.
8. A state motor vehicle inspector.
9. A police officer.
10. A fire fighter.
11. A sheriff.
12. An undersheriff.
13. A deputy sheriff.
14. A state probation and parole officer.
15. A county traffic police officer.
16. A state forest ranger.
17. A fire watcher employed at Wisconsin veterans facilities.
18. A state correctional-psychiatric officer.
19. An excise tax investigator employed by the department of revenue.
20. A special criminal investigation agent in the department of justice.
21. An assistant or deputy fire marshal.
22. A person employed under s. 60.553 (1), 61.66 (1), or 62.13 (2e) (a).

(b) Each determination of the status of a participant under this subsection shall include consideration, where applicable, of the following factors:

1. A "police officer" is any officer, including the chief, or employee of a police department, except one whose principal duties are those of a telephone operator, clerk, stenographer, machinist or mechanic and whose functions do not clearly fall within the scope of active law enforcement even though such an employee is subject to occasional call, or is occasionally called upon, to perform duties within the scope of active law enforcement. Police officer includes any person regularly employed and qualifying as a patrol officer or a person of equal or higher rank, even if temporarily assigned to other duties.

2. A "fire fighter" is any officer, including the chief, or employee of a fire department, except one whose principal duties are those of a telephone operator, clerk, stenographer, machinist or mechanic and whose functions do not clearly fall within the scope of active fire suppression or prevention even though such an employee is subject to occasional call, or is occasionally called upon, to perform duties within the scope of active fire suppression or prevention. Fire fighter includes any person regularly employed and qualifying as a fire fighter, hose handler or a person of equal or higher rank, even if temporarily assigned to other duties.

3. A "deputy sheriff" or a "county traffic police officer" is any officer or employee of a sheriff's office or county traffic department, except one whose principal duties are those of a telephone operator, clerk, stenographer, machinist or mechanic and whose functions do not clearly fall within the scope of active law enforcement even though such an employee is subject to occasional call, or is occasionally called upon, to perform duties within the scope of active law enforcement. Deputy sheriff or county traffic police officer includes any person regularly employed and qualifying as a deputy sheriff or county traffic police officer, even if temporarily assigned to other duties.

4. A "member of the state traffic patrol" includes one division administrator in the department of transportation who is counted under s. 230.08 (2) (e) 12, and whose duties include supervising the state traffic patrol, if the division administrator is certified by the law enforcement standards board under s. 165.85 (4) (b) 1, as being qualified to be a law enforcement officer.

(bm) "Protective occupation participant" includes any participant who is an emergency medical technician if the participant's employer classifies the participant as a protective occupation participant and the department receives notification of the participant's name as provided in s. 40.06 (1) (d) and (dm). Notwithstanding par. (a), an employer may classify a participant who is an emergency medical technician as a protective occupation participant without making a determination that the principal duties of the participant involve active law enforcement or active fire suppression or prevention. A determination under this paragraph may not be appealed under s. 40.06 (1) (e) or (em), but a determination under this paragraph regarding the classification of a state employee is subject to review under s. 40.06 (1) (dm). Notwithstanding sub. (17) (d), each participant who is classified as a protective occupation participant under this paragraph on or after January 1, 1991, shall be granted creditable service as a protective occupation participant for all covered service as an emergency medical technician that was earned on or after the date on which the department receives notification of the participant's name as provided in s. 40.06 (1) (d) and (dm), but may not be granted creditable service as a protective occupation participant for any covered service as an emergency medical technician that was earned before that date.

(c) In s. 40.65, "protective occupation participant" means a participating employee who is a police officer, fire fighter, an individual determined by a participating employer under par. (a) or (bm) to be a protective occupation participant, county undersheriff, deputy sheriff, state probation and parole officer, county traffic police officer, conservation warden, state forest ranger, field conservation employee of the department of natural resources who is subject to call for forest fire control or warden duty, member of the state traffic patrol, state motor vehicle inspector, University of Wisconsin System full-time police officer, guard or any other employee whose principal duties are supervision and discipline of inmates at a **state penal institution**, excise tax investigator employed by the department of revenue, person employed under s. 60.553 (1), 61.66 (1), or 62.13 (2e) (a), or special criminal investigation agent employed by the department of justice.

ATTACHMENT C

Wisconsin State Statutes

165.85 Law enforcement standards board.

(1) FINDINGS AND POLICY. The legislature finds that the administration of criminal justice is of statewide concern, and that law enforcement work is of vital importance to the health, safety, and welfare of the people of this state and is of such a nature as to require training, education, and the establishment of standards of a proper professional character. The public interest requires that these standards be established and that this training and education be made available to persons who seek to become law enforcement, tribal law enforcement, jail or juvenile detention officers, persons who are serving as these officers in a temporary or probationary capacity, and persons already in regular service.

(2) DEFINITIONS. In this section and in s. 165.86:

(ac) "Alzheimer's disease" has the meaning given in s. 46.87 (1) (a).

(ah) "Board" means the law enforcement standards board.

(bc) "Fiscal year" has the meaning given in s. 20.902.

(bg) "Jail" means a county jail, rehabilitation facility established by s. 59.53 (8) or county house of correction under s. 303.16.

(bn) "Jail officer" means any person employed by any political subdivision of the state for the purpose of supervising, controlling or maintaining a jail or the persons confined in a jail. "Jail officer" includes officers regardless of whether they have been sworn regarding their duties or whether they serve on a full-time basis.

(br) "Juvenile detention facility" has the meaning given in s. 48.02 (10r).

(bt) "Juvenile detention officer" means any person employed by any political subdivision of the state or by any private entity contracting under s. 938.222 to supervise, control, or maintain a juvenile detention facility or the persons confined in a juvenile detention facility. "Juvenile detention officer" includes officers regardless of whether they have been sworn regarding their duties or whether they serve on a full-time basis.

(c) "Law enforcement officer" means any person employed by the state or any political subdivision of the state, for the purpose of detecting and preventing crime and enforcing laws or ordinances and who is authorized to make arrests for violations of the laws or ordinances that the person is employed to enforce.

(d) "Political subdivision" means counties, cities, villages, towns, town sanitary districts and public inland lake protection and rehabilitation districts.

(g) "Tribal law enforcement officer" means any of the following:

1. A person who is employed by a tribe for the purpose of detecting and preventing crime and enforcing the tribe's laws or ordinances, who is authorized by the tribe to make arrests of Indian persons for violations of the tribe's laws or ordinances, and who agrees to accept the duties of law enforcement officers under the laws of this state.

2. A conservation warden employed by the Great Lakes Indian Fish and Wildlife Commission who agrees to accept the duties of law enforcement officers under the laws of this state.

(3) POWERS. The board may:

(a) Promulgate rules for the administration of this section including the authority to require the submission of reports and information pertaining to the administration of this section by law enforcement and tribal law enforcement agencies in this state.

(b) Establish minimum educational and training standards for admission to employment as a law enforcement or tribal law enforcement officer in permanent positions and in temporary, probationary or

part-time status. Educational and training standards for tribal law enforcement officers under this paragraph shall be identical to standards for other law enforcement officers.

(c) Except as provided under sub. (3m) (a), certify persons as being qualified under this section to be law enforcement, tribal law enforcement, jail or juvenile detention officers. Prior to being certified under this paragraph, a tribal law enforcement officer shall agree to accept the duties of law enforcement officers under the laws of this state.

(cm) Decertify law enforcement, tribal law enforcement, jail or juvenile detention officers who terminate employment or are terminated, who violate or fail to comply with a rule or order of the board relating to curriculum or training, who fail to pay court-ordered payments of child or family support, maintenance, birth expenses, medical expenses, or other expenses related to the support of a child or former spouse, or who fail to comply, after appropriate notice, with a subpoena or warrant issued by the department of children and families or a county child support agency under s. 59.53 (5) and related to paternity or child support proceedings. The board shall establish procedures for decertification in compliance with ch. 227, except that decertification for failure to pay court-ordered payments of child or family support, maintenance, birth expenses, medical expenses, or other expenses related to the support of a child or former spouse or for failure to comply, after appropriate notice, with a subpoena or warrant issued by the department of children and families or a county child support agency under s. 59.53 (5) and related to paternity or child support proceedings shall be done as provided under sub. (3m) (a).

(d) Establish minimum curriculum requirements for preparatory courses and programs, and recommend minimum curriculum requirements for recertification and advanced courses and programs, in schools operated by or for this state or any political subdivision of the state for the specific purpose of training law enforcement recruits, law enforcement officers, tribal law enforcement recruits, tribal law enforcement officers, jail officer recruits, jail officers, juvenile detention officer recruits, or juvenile detention officers in areas of knowledge and ability necessary to the attainment of effective performance as an officer, and ranging from subjects such as first aid, patrolling, statutory authority, techniques of arrest, protocols for official action by off-duty officers, firearms, and recording custodial interrogations to subjects designed to provide a better understanding of ever-increasing complex problems in law enforcement such as human relations, civil rights, constitutional law, and supervision, control, and maintenance of a jail or juvenile detention facility. The board shall appoint a 13-member advisory curriculum committee consisting of 6 chiefs of police and 6 sheriffs to be appointed on a geographic basis of not more than one chief of police and one sheriff from any one of the 8 state administrative districts together with the director of training of the Wisconsin state patrol. This committee shall advise the board in the establishment of the curriculum requirements.

(e) Consult and cooperate with counties, municipalities, agencies of this state, other governmental agencies and with universities, colleges, the technical college system board and other institutions concerning the development of law enforcement training schools, degree programs or specialized courses of instruction.

(g) Conduct and stimulate research which is designed to improve law enforcement administration and performance.

(h) Make recommendations concerning any matter within its purview.

(i) Make such evaluations as are necessary to determine if participating governmental units are complying with this section.

(j) Adopt rules under ch. 227 for its internal management, control and administration.

(3m) DUTIES RELATING TO SUPPORT ENFORCEMENT. The board shall do all of the following:

(a) As provided in a memorandum of understanding entered into with the department of children and families under s. 49.857, refuse certification to an individual who applies for certification under this section, refuse recertification to an individual certified under this section or decertify an individual certified under this section if the individual fails to pay court-ordered payments of child or family support, maintenance, birth expenses, medical expenses or other expenses related to the support of a child or

former spouse or if the individual fails to comply, after appropriate notice, with a subpoena or warrant issued by the department of children and families or a county child support agency under s. 59.53 (5) and related to paternity or child support proceedings.

(b)

1. Request that an individual provide the board with his or her social security number when he or she applies for certification or recertification under this section. Except as provided in subd. 2., if an individual who is requested by the board to provide his or her social security number under this paragraph does not comply with the board's request, the board shall deny the individual's application for certification or recertification. The board may disclose a social security number provided by an individual under this paragraph only to the department of children and families as provided in a memorandum of understanding entered into with the department of children and families under s. 49.857.

2. As a condition of applying for certification or recertification, an individual who does not have a social security number shall submit a statement made or subscribed under oath or affirmation to the board that he or she does not have a social security number. The form of the statement shall be prescribed by the department of children and families. A certification or recertification issued in reliance on a false statement submitted under this subdivision is invalid.

(4) REQUIRED STANDARDS.

(a) The following law enforcement and tribal law enforcement officers are not required to meet any requirement of pars. (b) 1. and (c) as a condition of tenure or continued employment. The failure of any such law enforcement or tribal law enforcement officer to fulfill those requirements does not make that officer ineligible for any promotional examination for which he or she is otherwise eligible. Those law enforcement and tribal law enforcement officers may voluntarily participate in this program.

1. Law enforcement and tribal law enforcement officers serving under permanent appointment prior to January 1, 1974.

2. Law enforcement and tribal law enforcement officers who are elected by popular vote.

(an) Except as provided in pars. (ap) and (ar), jail officers are required to meet the requirements of pars. (b) 2., (bn) 2., and (c) as a condition of tenure or continued employment regardless of the date of their appointment.

(ap) Jail officers serving under permanent appointment prior to July 2, 1983, are not required to meet any requirement of pars. (b) and (c) as a condition of tenure or continued employment as either a jail officer or a juvenile detention officer. The failure of any such officer to fulfill those requirements does not make that officer ineligible for any promotional examination for which he or she is otherwise eligible. Any such officer may voluntarily participate in programs to fulfill those requirements.

(ar)

1. A jail officer permanently appointed after July 1, 1983, and prior to July 1, 1988, including an officer who after July 1, 1983, and prior to July 1, 1988, completed a program of at least 80 hours of training that met the requirements of s. 165.85 (4) (b) 2., 1985 stats., shall meet the requirements under par. (b) 2. by June 30, 1993.

2. A jail officer who has completed at least 80 hours of preparatory training which met the requirements of s. 165.85 (4) (b) 2., 1985 stats., may meet the requirements of subd. 1. by completing a program of training approved by the board. The program shall devote at least 16 hours to methods of supervision of special needs inmates, including inmates who may be emotionally distressed, mentally ill, suicidal, developmentally disabled or alcohol or drug abusers.

(at) Any person certified as a jail officer on July 1, 1994, is certified as a juvenile detention officer and remains certified as a juvenile detention officer subject to annual recertification requirements under par. (bn) 3. and the board's decertification authority under sub. (3) (cm).

(b)

1. No person may be appointed as a law enforcement or tribal law enforcement officer, except on a temporary or probationary basis, unless the person has satisfactorily completed a preparatory program of law enforcement training approved by the board and has been certified by the board as being qualified to be a law enforcement or tribal law enforcement officer. The program shall include 400 hours of training, except the program for law enforcement officers who serve as rangers for the department of natural resources includes 240 hours of training. The board shall promulgate a rule under ch. 227 providing a specific curriculum for a 400-hour conventional program and a 240-hour ranger program. The period of temporary or probationary employment established at the time of initial employment shall not be extended by more than one year for an officer lacking the training qualifications required by the board. The total period during which a person may serve as a law enforcement and tribal law enforcement officer on a temporary or probationary basis without completing a preparatory program of law enforcement training approved by the board shall not exceed 2 years, except that the board shall permit part-time law enforcement and tribal law enforcement officers to serve on a temporary or probationary basis without completing a program of law enforcement training approved by the board to a period not exceeding 3 years. For purposes of this section, a part-time law enforcement or tribal law enforcement officer is a law enforcement or tribal law enforcement officer who routinely works not more than one-half the normal annual work hours of a full-time employee of the employing agency or unit of government. Law enforcement training programs including municipal, county and state programs meeting standards of the board are acceptable as meeting these training requirements.

1d. Any training program developed under subd. 1. shall include all of the following:

a. An adequate amount of training to enable the person being trained to deal effectively with domestic abuse incidents, including training that addresses the emotional and psychological effect that domestic abuse has on victims.

b. Training on emergency detention standards and procedures under s. 51.15, emergency protective placement standards and procedures under s. 55.135, and information on mental health and developmental disabilities agencies and other resources that may be available to assist the officer in interpreting the emergency detention and emergency protective placement standards, making emergency detentions and emergency protective placements, and locating appropriate facilities for the emergency detentions and emergency protective placements of persons.

c. At least one hour of instruction on recognizing the symptoms of Alzheimer's disease or other related dementias and interacting with and assisting persons who have Alzheimer's disease or other related dementias.

d. Training on police pursuit standards, guidelines, and driving techniques established under par. (cm) 2. b.

e. Training on responding to an act of terrorism, as defined in s. 256.15 (1) (ag).

2. No person may be appointed as a jail officer, except on a temporary or probationary basis, unless the person has satisfactorily completed a preparatory program of jail officer training approved by the board and has been certified by the board as being qualified to be a jail officer. The program shall include at least 120 hours of training. The training program shall devote at least 16 hours to methods of supervision of special needs inmates, including inmates who may be emotionally distressed, mentally ill, suicidal, developmentally disabled or alcohol or drug abusers. The period of temporary or probationary employment established at the time of initial employment shall not be extended by more than one year for an officer lacking the training qualifications required by the board. Jail officer training programs including municipal, county and state programs meeting standards of the board shall be acceptable as meeting these training requirements.

3. No person may be appointed as a juvenile detention officer, except on a temporary or probationary basis, unless the person has satisfactorily completed a preparatory program of juvenile detention officer training approved by the board and has been certified by the board as being qualified to be a juvenile detention officer. The program shall include at least 120 hours of training. The training program shall

devote at least 16 hours to methods of supervision of special needs inmates, including inmates who may be emotionally distressed, mentally ill, suicidal, developmentally disabled, or alcohol or drug abusers. The period of temporary or probationary employment established at the time of initial employment shall not be extended by more than one year for an officer lacking the training qualifications required by the board. Juvenile detention officer training programs including municipal, county, and state programs meeting standards of the board shall be acceptable as meeting these training requirements.

(bn)

1. No person other than an officer elected by popular vote may continue as a law enforcement or tribal law enforcement officer, except on a temporary or probationary basis, unless that person completes annual recertification training. Any officer elected by popular vote who is also a certified officer must complete annual recertification training to maintain certification. Any officer who is subject to this subdivision shall complete at least 24 hours each fiscal year beginning in the fiscal year following the fiscal year in which he or she complies with par. (b) 1.

1m. Each officer who is subject to subd. 1, shall biennially complete at least 4 hours of training from curricula based upon model standards promulgated by the board under par. (cm) 2. b. Hours of training completed under this subdivision shall count toward the hours of training required under subd. 1.

2. No person may continue as a jail officer, except on a temporary or probationary basis, unless that person completes annual recertification training. The officer shall complete at least 24 hours each fiscal year beginning in the later of the following:

a. Fiscal year 1990-91.

b. The fiscal year following the fiscal year in which he or she complies with par. (b) 2.

3. No person may continue as a juvenile detention officer, except on a temporary or probationary basis, unless that person completes annual recertification training. The officer shall complete at least 24 hours each fiscal year beginning in the later of the following:

a. Fiscal year 1993-94.

b. The fiscal year following the fiscal year in which he or she complies with par. (b) 3.

(c) In addition to the requirements of pars. (b) and (bn), the board may, by rule, fix such other minimum qualifications for the employment of law enforcement, tribal law enforcement, jail or juvenile detention officers as relate to the competence and reliability of persons to assume and discharge the responsibilities of law enforcement, tribal law enforcement, jail or juvenile detention officers, and the board shall prescribe the means for presenting evidence of fulfillment of these requirements.

(cm)

1. In this paragraph, "police pursuit" has the meaning given in s. 85.07 (8) (a).

2. The board shall promulgate rules that do all of the following:

a. Establish model standards that could be used by any law enforcement agency to determine whether to initiate or continue police pursuit, to establish police pursuit driving techniques employed by that agency and to inform its officers of its written guidelines provided under s. 346.03 (6). The board shall review and, if considered appropriate by the board, revise the model standards established under this subd. 2. a. not later than June 30 of each even-numbered year thereafter. The rules promulgated under this subd. 2. a. are advisory only, are not required to be included as a law enforcement training standard under this subsection and are inadmissible as evidence, except to show compliance with this subd. 2. a.

b. Establish the preparatory program and annual recertification training curricula required under pars. (b) 1. and (bn) 1m., respectively, relating to police pursuit standards, guidelines and driving techniques.

(d) Except as provided under sub. (3m) (a), the board shall issue a certificate evidencing satisfaction of the requirements of pars. (b), (bn) and (c) to any applicant who presents such evidence, as is required by its rules, of satisfactory completion of requirements equivalent in content and quality to those fixed by the board under the board's authority as set out in pars. (b), (bn) and (c).

(dm) The board may provide, by rule, that parts of the jail officer preparatory training and the juvenile detention officer preparatory training are identical and count toward either training requirement.

(e) This section does not preclude any law enforcement or tribal law enforcement agency or sheriff from setting recruit training and employment standards which are higher than the minimum standards set by the board.

ATTACHMENT D

Section 403 Employment Category Appeals

An employee may appeal the employer's determination of employment category as outlined below:

The employee must file a written appeal directly to the Employee Trust Funds Board based on the following criteria:

- a. **Determinations made on or after January 1, 1982** are subject to the seven-year statute of limitations in Wis. Stat. 40.06 (1) (e). Appeals regarding employment category may not apply to any service rendered more than seven years prior to the date the appeals I received by the Board.
- b. **Determinations made prior to January 1, 1982** (N/A)

Appeal Process

An *Appeal Form* (ET-4938) is available on ETF's Internet site or can be requested from ETF by calling the Employer Communication Center toll free 1-877-533-5020 or 608-266-3285. However, use of the form is optional. A letter from the employee providing the same information is also acceptable. Employee appeals must be submitted in writing to:

Appeals Coordinator
Department of Employee Trust Funds
P.O. Box 7931
Madison, WI 53707-7931

An employee appealing an employer's determination of WRS employment category is required to present sufficient information at a hearing before a hearing examiner. An employee may request or subpoena documents and witnesses from the employer. Depending on the nature of the appeal, relevant information may include a log of hours worked during the dates in question, a position description with percentage breakdowns of time spent on each task or other information maintained by the employer.

Employers and employees may request applicable ETF records or information. Under normal circumstances the hearing examiner will prepare a proposed decision for the Board to consider before it issues its final decision. Board decisions are appealable to the Dane County Circuit Court.

Department of Employee Trust Funds

WISCONSIN RETIREMENT SYSTEM ADMINISTRATION MANUAL

CHAPTER 4 — EMPLOYMENT CATEGORY DETERMINATION

- 400 Employment Category
- 401 Employment Category Descriptions
- 402 Employment in Multiple Categories at the Same Employer
- 403 Employment Category Appeals
- 404 Statute of Limitations for Corrections to Service, Earnings and Contributions that Impact WRS Disability and Retirement Benefit Payments
- 405 Maintaining Records Longer than Seven Years

400 Employment Category

Once an employer has determined an employee is WRS eligible, it is necessary to determine the appropriate employment category within which to enroll that employee. Determination of the proper employment category for each eligible employee is essential because contribution rates and benefit payments vary for participants in different categories.

It is the employer's responsibility to determine the appropriate employment category classification for its WRS eligible employees. Employment category classifications must be based on an employee's duties as performed in the service of the employer. Use the criteria in subchapter 401 to assist in making the employment category determination.

Certifications such as teacher, police officer or firefighter, for example, do not automatically confer teacher employment category or protective employment category classification upon their holders.

EXAMPLE 1: Employee was initially employed **on or after** July, 2011, and works full time in the town's public works department. In addition, the town requires the employee to be certified as a firefighter and respond to fire calls. Fire response typically requires fewer than the minimum 1,200 hours needed to qualify as an independent employment category. Therefore, employee must be enrolled in the WRS under the general employment category.

All hours and earnings, including those as a firefighter, must be reported to WRS under the general employment category. Firefighter certifications do not automatically confer protective occupation status on an employee if the employee does not work the minimum number of hours required for the firefighter employment to qualify on its own. (Refer to subchapter 402 for information on employees working in multiple employment categories at the same employer.)

EXAMPLE 2: A college graduate with a degree in elementary education and teacher certification from the Department of Public Instruction was hired by a school district as a full-time teachers' aide prior to July 1, 2011. The employee was expected to work about 1,500 hours per year and the position is permanent.

Wisconsin Retirement System
Chapter 4 — Employment Category Determination

The employee met the pre-Act 10 WRS eligibility criteria, but was enrolled in the WRS under the Educational Support Personnel category based on the duties required. Teacher certification does not automatically confer teacher employment category status on the employee.

An employee may appeal your determination of WRS employment category. Refer to subchapter 403 for detailed information on employment category appeals.

Please note that employers needing to change an employee's WRS employment category after the employee has been enrolled in the WRS should first contact the Employer Communications Center toll free 1-833-5020 or 608-266-3285, as such a change may have implications on past, present, and future benefits.

401 Employment Category Descriptions

2011 Wisconsin Acts 10 and 32 required the implementation of employment category changes for all WRS members; the new categories are listed below. The effective date(s) were staggered depending on applicable Wisconsin laws.

Employment Code/Title		Description
30	General Employee	Includes all reserve judges, court reporters, and employees not specifically designated under one of the other employment categories.
31	Court Reporter (used only by state agencies)	
32	State Executive Retirement Plan (used only by state agencies)	This applies only to state officers and employees serving in positions specified in Wis. Stat. § 19.42 (10) (L) or § 20.923 (4), (4m), (8) or (9) or authorized under § 230.08 (2) (e) during the time of employment.
33	Protective Occupation Under Social Security	Includes only those employees whose principal duties (51% or more) meet all of the following requirements as defined in Wis. Stat. 40.02 (48) (a): <ol style="list-style-type: none"> 1. Involvement in active law enforcement or active fire suppression or prevention. 2. Frequent exposure to a high degree of danger or peril. 3. A high degree of physical conditioning. <p>Wis. Stat. § 40.02 (48) (am) enumerates specific occupations typically qualifying for protective occupation participation. Bearing the title of one of the occupations listed does not, however, automatically confer protective occupation participant status upon the employee. The employee's principal duties must also meet the "protective occupation participant" requirements defined in § 40.02 (48) (a), Wis. Stat. The specifically enumerated occupations are:</p>

Wisconsin Retirement System
Chapter 4 — Employment Category Determination

Employment Code/Title		Description
33	Protective Occupation Under Social Security (continued)	<ul style="list-style-type: none"> • Police officer • Conservation warden • Conservation patrol boat engineer • Conservation patrol officer • Member of the State Traffic Patrol • Sheriff/under sheriff • Deputy sheriff • State correctional-psychiatric officer • Fire watcher employed at Wisconsin veteran facilities • Special criminal investigation agent in the Department of Justice • Firefighter • Conservation patrol boat captain • Conservation pilot • Forest fire control assistant • State motor vehicle inspector • County traffic police officer • State probation/parole officer • State forest ranger • Excise tax investigator • Deputy fire marshall • Village police and firefighter protection services under Wis Stat. §61.66(1) <p>Per Wis. Stat. 40.02 (48) (bm), an employer may determine an Emergency Medical Technician (EMT) is a protective occupation participant, and the employer may do so without determining that the principal duties of the EMT involve active law enforcement or active fire suppression. The effective date of a determination that an EMT is protective category is the date ETF is notified of the classification; service prior to that date must remain under the general employment category. EMTs classified as general employees are not eligible for ETF administered duty-disability benefits.</p> <p>In cases of multiple employment duties with a single employer—if one duty is that of EMT—only those hours in the performance of EMT duties can be classified as protective; the other employment hours would require separate reporting under their appropriate employment category.</p>
34	Protective Occupation not Under Social Security (hired/rehired after March 31, 1986 have Medicare coverage)	<p>Firefighters who meet protective requirements are the only employees who qualify under this category.</p> <p>NOTE: If an employer acted to provide Social Security coverage before the beginning date of the employer's participation in WRS, firefighters have Social Security coverage and come under Code 33.</p>
40	Teacher	<p>Includes any employee (certification is not the defining criteria) engaged in the exercise of any educational function for compensation in the public schools or the University in instructing or controlling pupils or students, or in administering, directing, organizing or supervising any educational activity, but does not include any employee determined to be an auxiliary instructional employee (Wis. Stat. § 40.02 (55)).</p> <p>Teacher includes: librarians employed by a school board for a school in a library under the board's jurisdiction who meet the minimum librarian qualifications prescribed by the state superintendent of public instruction, employee of a full time social center or community house, adult education or recreation director, instructor, or other employee employed by the Board of School Directors of the City of Milwaukee who possesses the qualifications required for employment as a teacher. A teacher's aide is not included in this definition of teacher.</p>

Wisconsin Retirement System
Chapter 4 — Employment Category Determination

Employment Code/Title		Description
41	State Teacher Executive Plan (State Agencies Only)	This category applies only to state employees serving in positions specified in Wis. Stat. § 20.923 (4), (8), or (9) who meet the definition of "teacher". For State Teacher Executive Plan category, one year equals 1,904 hours.
42	Educational Support Personnel	Effective 07/01/1997, this category applies to non-teaching employees of school districts. Effective 07/01/1998, this category also applies to non-teaching employees of Wisconsin, technical colleges or cooperative education service agencies. (This does not include employees of the University.) Educational support personnel includes: all non-teaching staff such as, teacher's aides, custodial staff, administrative assistants, etc.
45*	Supreme Court Justice	Note that reserve judges and deputy/assistant district attorneys are treated as General Employees (Code 30).
46*	Legislative or State Constitutional Officers including District Attorneys	
47*	Appellate Judge	
48*	Circuit Court Judge	
49*	Local Elected Official or Person Appointed to Fill an Elected Position	This group includes local officials who are elected to office by vote of the people or persons appointed to fill an unexpired elected office term. Elected sheriffs are classified as Protective Occupation Under Social Security (Code 33).

402 Employment in Multiple Categories at the Same Employer

A. **All employment categories meet** the WRS eligibility criteria for an employee with multiple positions at the same employer:

Report the hours and earnings separately for each employment category (Wis. Admin. Code § ETF 10.03 (4) (a)).

EXAMPLE 1: Employee is initially employed with a school district **prior to** July 1, 2011, working half-time (660 hours) as a teacher, and half-time (660 hours) in an administrative position, Educational Support Personnel, with the same employer. Because the hours in both employment categories meet the eligibility criteria, the employee's hours and earnings must be reported separately in their respective employment categories.

EXAMPLE 2: Employee is initially employed **on or after** July 1, 2011, working 1,225 hours as a police officer, protective with Social Security category, and 1,225 hours as a dispatcher, general category, with the same employer. Because the hours in both employment categories meet the eligibility criteria, the employee's hours and earnings must be reported separately in their respective employment categories.

*2011 Wisconsin Act 10 changed the Formula Factor applied to accrued service performed after the effective dates for individuals in these employment categories. Implementation required two employment category changes for these employment categories.

EXAMPLE 3: Employee is initially employed with a technical college **on or after** July 1, 2011 as a teacher (885 hours), and in an administrative position (1,225 hours) with the same employer. Because the hours in both employment categories meet the eligibility criteria, the employee's hours and earnings must be reported separately in their respective employment categories. (Non-school district educational support personnel must meet a minimum of 1,200 hours for eligibility if initially employed on or after July 1, 2011, or 600 hours if initially employed prior to July 1, 2011.)

EXAMPLE 4: Employee is initially employed **prior to** July 1, 2011 as a police officer, protective with Social Security category (650 hours) and also as a dispatcher, general category (650 hours), with the same employer. Because the hours in both employment categories meet the eligibility criteria, the employee's hours and earnings must be reported separately in their respective employment categories.

B. Only one employment category meets the WRS eligibility criteria, and all other employment with the employer does not, for an employee with multiple positions at the same employer:

Report all the employee's hours and earnings under the one employment category that meets the eligibility criteria (Wis. Admin. Code § ETF 10.03 (4) (b)). Continue to monitor the hours of all other employment that does not originally meet the eligibility criteria on its own. Should the other employment eventually qualify on its own, the employee must be enrolled in the WRS under that employment category, and hours and earnings must be reported to their respective category.

EXAMPLE 1: Employee is initially employed **prior to** July 1, 2011 as a half time (660 hours) teacher, and is less than one-fourth time (300 hours) as a teacher's aide with the same school district. This employee's total hours and earnings for both positions must be reported in the teacher employment category because the employee does not meet the criteria to qualify separately in the educational support personnel category. Continued eligibility monitoring of educational support personnel category hours is required.

EXAMPLE 2: Employee is initially employed **prior to** July 1, 2011 and works part time (650 hours) as a dispatcher, general category, and works part time (400 hours) as a police officer, protective with Social Security category, for the same employer. The employee's total hours and earnings must be reported in the general category because the employee does not meet the criteria to qualify separately in protective category. Continued eligibility monitoring of protective category hours is required.

EXAMPLE 3: Employee is initially employed by a school district **on or after** July 1, 2011 in a part time position (880 hours) as a teacher, and also works part time (700 hours) as a teacher's aide, with the same employer. This employee's total hours and earnings for both positions must be reported in the teacher employment category because the employee does not meet the criteria to qualify separately in the educational support personnel category. Continued eligibility monitoring

of the educational support personnel category hours is required.

EXAMPLE 4: Employee is initially employed **on or after** July 1, 2011, and works part time (1,200 hours) as a dispatcher, general, and works part time (1,040 hours) as a police officer, for the same employer. The employee's total earnings and hours should be reported in the general category because the employee does not meet the criteria to qualify separately in protective without Social Security category. Continued eligibility monitoring of the protective category hours is required.

C. More than one, but not all, employment categories meet the WRS eligibility criteria for an employee with multiple positions at the same employer:

Report the employee's hours and earnings in the employment categories that meet the eligibility criteria. The hours and earnings for employment categories that do not meet the eligibility criteria are reported in:

- the employment category in which the greatest number of hours is worked;
or
- the priority employment category as listed in Table 4.1, if the greatest number of hours worked is equal in two or more qualifying categories (Wis. Admin. Code § ETF 10.03 (4) (c)).

Continue to monitor the hours of all employment that does not originally meet the eligibility criteria on its own. Should the other employment eventually qualify on its own, the employee must be enrolled in the WRS under that employment category, and hours and earnings must be reported to their respective category.

Table 4.1 – Employment Category Priority

Priority	Category	Category Number(s)
1	Protective Occupation NOT Under Social Security	34
2	Protective Occupation Under Social Security	33
3	State executive retirement plan, elected official, including judges	32, 45, 46, 47, 48, 49, 41
4	Teachers	40
5	Educational support personnel	42
6	General and court reporters (state only)	30, 31

EXAMPLE 1: Employee is initially employed **on or after** July 1, 2011, as a part-time (350 hours) firefighter, protective without Social Security category; a half-time (1,250 hours) city parks director, general category; and a part-time (1,200) elected official, elected category, for the same employer. The employee meets the eligibility criteria separately in both the elected official and general categories so the respective hours and earnings are reported separately in each of these categories.

The firefighter category does not, however, separately meet the eligibility criteria. The firefighter hours and earnings, therefore, must be added to

the qualifying category with the greatest number of hours; in this case, the general category. The hours and earnings associated with the firefighter category are combined with the hours and earnings reported in the general category.

This employee would have 2,800 total hours, 1,600 (350 firefighter (protective without Social Security) hours plus 1,250 general hours) reported in the general category and 1,200 hours reported in the elected official category.

EXAMPLE 2: Employee is initially employed **prior to** July 1, 2011, as a part-time (350 hours) firefighter category; works part time (800 hours) as a custodian, general category; and is a part-time (800 hours) in the elected category, for the same employer. The hours and earnings associated with the firefighter protective without Social Security category must be reported in the elected official category because:

- a. the number of hours in the separately qualifying categories (general and firefighting protective without Social Security) are equal; and
- b. the elected official category has a higher priority than the general category on the category priority listing.

D. No employment category on its own meets the WRS eligibility criteria for an employee with multiple positions at the same employer, but the criteria is met when all employment hours are added together. Report the combined hours and earnings under:

- the employment category in which the greatest number of hours is worked;
or
- the priority employment category as listed in Table 4.1, if the greatest number of hours is equal in two or more categories (Wis. Admin. Code § ETF 10.03 (4) (d)).

Continue to monitor the hours of all employment that does not originally meet the eligibility criteria on its own. Should the other employment eventually qualify on its own, the employee must be enrolled in the WRS under that employment category with hours and earnings reported to each respective employment category.

EXAMPLE 1: An employee is initially employed **prior to** July 1, 2011 in a less than one third time local elected official; a firefighter that requires fewer than 600 hours per year; and a grounds keeper that requires fewer than 600 hours per year. On their one-year anniversary date, the employee had actually worked: 320 hours as a local elected official, 440 hours as a firefighter and 440 hours as a grounds keeper. Since the firefighter (protective without Social Security employment category) and the grounds keeper (general employment category) had the same number of hours, all hours and earnings must be reported under the protective employment category because:

- none of the categories meet eligibility criteria separately, and
- the protective without Social Security employment category is the higher priority of the two categories (as shown in the priority listing) with 440 hours.

EXAMPLE 2: An employee is initially employed **on or after** July 1, 2011 by a school district as a part time instructor and part time secretary. The employee is not eligible for WRS on their date of hire. On the one year anniversary date the individual actually worked 400 hours as a teacher and 420 hours as an educational support personnel. Note: The greatest number of hours worked is in the educational support personnel position.

This employee is **not** eligible for WRS on the one-year anniversary date because the total number of hours worked ($400 + 420 = 820$ hours) is less than the minimum 880 hours required to be reported as an educational support personnel.

EXAMPLE 3: An employee is initially employed **on or after** July 1, 2011 by a technical college as a part time instructor and part time administrative assistant. The employee is not eligible for WRS when initially employed. On the one year anniversary date, the individual actually worked 400 hours as a teacher and 520 hours as a non teaching support staff. Note: The greatest number of hours worked is non teaching.

This employee is **not** eligible for WRS on the one-year anniversary date because the total number of hours worked ($400 + 520 = 920$) is less than the minimum 1,200 hours required to be reported as an , educational support personnel with a non-school district.

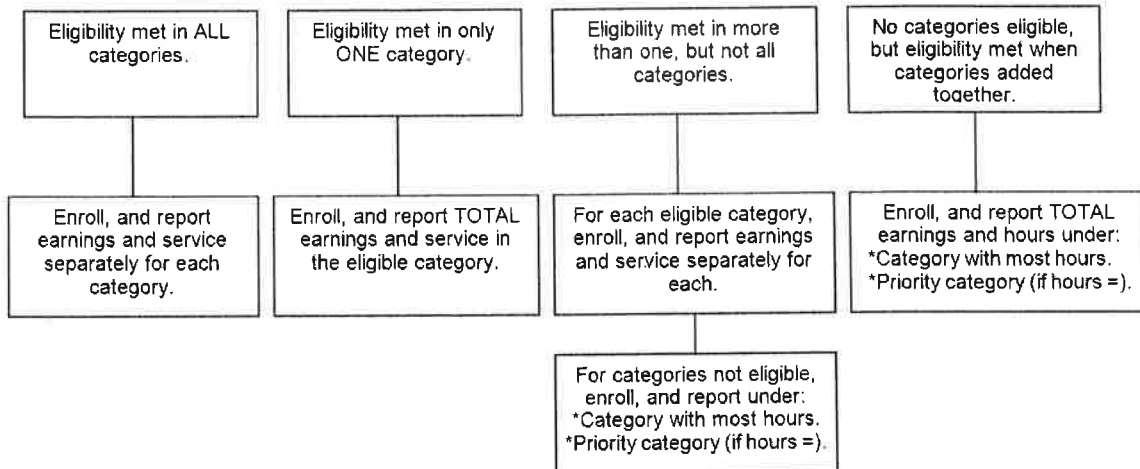
EXAMPLE 4: An employee is initially employed **prior to** July 1, 2011, by a school district as a part time instructor and part time secretary. The employee is not eligible for WRS on the date of hire. On the one year anniversary date, the individual has worked 240 hours as a teacher and 200 hours as non teaching support staff. NOTE: The greatest number of hours worked is teaching. This school district covers non teachers under WRS; therefore, WRS eligibility is determined by combining hours for both employment categories. The employee is eligible for WRS using combined hours for both employment categories because the total number of hours worked ($240 + 200 = 440$ hours) is equal to the 440 hours necessary for both categories. The employee is ultimately reported as employment category, teacher, because the greatest number of hours worked is teaching.

E. Employment at a school district that does not cover its non-teachers under WRS.

Employer cannot combine hours of both employment categories (teaching and non teaching) to determine WRS eligibility in cases where the employer does not provide WRS coverage for one of the categories.

EXAMPLE 1: An employee is initially employed **prior to** July 1, 2011, and works 420 hours as a teacher and 200 hours in a non teaching position. The school district does not cover non teachers under WRS. Only teaching hours are, therefore, used in WRS eligibility determinations. The employee must work one-third of full-time (440 hours) as a teacher to be eligible for WRS, therefore this employee is WRS ineligible. Once eligible, only teaching hours and earnings are WRS reportable.

EXAMPLE 2: An employee is initially employed **on or after** July 1, 2011, and works 820 hours as a teacher and 200 hours in a non-teaching position. The school district does not cover non teachers under WRS. Only teaching hours are, therefore, used in WRS eligibility determinations. The employee must work two-thirds of full-time (880 hours) as a teacher to be eligible for WRS, therefore this employee is WRS ineligible. Once eligible, only teaching hours and earnings are WRS reportable.



403 Employment Category Appeals

An employee may appeal the employer's determination of employment category as outlined below:

The employee must file a written appeal directly to the Employee Trust Funds Board based on the following criteria:

- Determinations made on or after January 1, 1982** are subject to the seven-year statute of limitations in Wis. Stat. § 40.06 (1) (e). Appeals regarding employment category may not apply to any service rendered more than seven years prior to the date the appeal is received by the Board.
- Determinations made prior to January 1, 1982** are not subject to the seven-year statute of limitations in Wis. Stat. § 40.06 (1) (e) because the statute was not in effect at the time the category determination was made.

Appeal Process

An *Appeal Form* (ET-4938) is available on ETF's Internet site or can be requested from ETF by calling the Employer Communication Center toll free 1-877-533-5020 or 608-266-3285. However, use of the form is optional. A letter from the employee providing the same information is also acceptable. Employee appeals must be submitted in writing to:

Appeals Coordinator
Department of Employee Trust Funds
P. O. Box 7931
Madison, WI 53707-7931

An employee appealing an employer's determination of WRS employment category is required to present sufficient information at a hearing before a hearing examiner. An employee may request or subpoena documents and witnesses from the employer. Depending on the nature of the appeal, relevant information may include a log of hours worked during the dates in question, a position description with percentage breakdowns of time spent on each task or other information maintained by the employer.

Employers and employees may request applicable ETF records or information. Under normal circumstances the hearing examiner will prepare a proposed decision for the Board to consider before it issues its final decision. Board decisions are appealable to the Dane County Circuit Court.

404 Statute of Limitations for Corrections to Service, Earnings and Contributions that Impact WRS Disability and Retirement Benefit Payments

In some circumstances, the Wisconsin Court of Appeals has held that the period of limitation under Wis. Stat. § 40.08 (10) within which errors may be corrected may not begin until ETF calculates a participant's benefits. Based on this ruling, the period of time for which an employer is accountable for payment to correct any potential errors may be longer than anticipated.

Correction of such an error can entail substantial cost to the employer since contributions and interest at the effective rate will be assessed on late reported earnings. **Employers should exercise extreme caution to guarantee compliance with WRS requirements and take measures to audit their employees' accounts to ensure that errors do not go undetected for extended periods.** Requests for correction must be received prior to the end of seven full calendar years beginning on the date the final annuity computation notice is issued **or** on the date payment is issued for a lump sum.

Refer to Chapter 9 for corrections of service and earnings that have been reported for the current calendar year and to Chapter 11 for corrections for service and/or earnings reported for a prior year.

405 Maintaining Records Longer than Seven Years

Employers are advised to retain employee payroll and benefit records, since WRS eligibility and category determinations, as well as account adjustments, may not be time barred and employers may be liable for past hours and earnings reporting, regardless of when the error occurred. The employer must, however, submit acceptable evidence for ETF to make a correction beyond seven years. If the employer no longer has records or refuses to submit records, ETF will consider acceptable evidence from the employee in making the determination to correct errors. Clerical errors made in reporting or recording contributions, hours or earnings have no time limit.

Employers may also be asked to provide earnings for Qualified Domestic Relations Orders (QDRO) going back to 1982.

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: CORRECTIONAL OFFICER

REPORTS TO: CORPORAL OR LANCE CORPORAL

DEPARTMENT: SHERIFF - JAIL

REPRESENTATION UNIT: CORRECTIONS OFFICERS

JOB SUMMARY:

Performs work involving the care, safety, custody and detention of children and male and female adults in the Jail and Juvenile Detention Center; provides a positive rehabilitative influence to all inmates; insures compliance with all applicable state and federal laws; and acts within the parameters of the Brown County Jail and Juvenile Detention Center policies and procedures.

ESSENTIAL DUTIES:

Obtains information from the public and prisoners for completion of forms, documents and records associated with the booking process.

Collects personal property including money; issues receipts and accounts for monies; itemizes and stores until inmate is released.

Performs data input for the booking and release function as well as all duties associated with the processes.

Performs searching of records and miscellaneous filing as it pertains to the Booking and release function.

Performs receptionist and/or counter duties answering inquiries regarding departmental policies or regulations or refers inquiries to the proper department or official.

Provides daily inmate location reports; inmate tallies; statistical data for the courts, jail staff, administrative staff and other departments and agencies.

Obtains photos and fingerprinting as part of the booking process.

Maintains security and discipline in the Jail and Juvenile Detention Center.

Intervenes to break up or stop disturbances by reasoning with or subduing adult and juvenile inmates.

Supervises the delivery of meals and issues cleaning materials and other supplies when necessary.

Searches adult and juvenile inmates for contraband, weapons or dangerous materials.

Maintains surveillance of all inmates in all areas of the Jail and Juvenile Detention Center.

Administers first aid and secures medical assistance for inmates when required.

Initiates appropriate paperwork for all inmates of the Jail and Juvenile Detention Center; prepares necessary forms and reports, maintains records.

Confiscates money which is over established limits from Huber inmates and keeps a running account of money until inmates' release.

Fills out appropriate release forms and returns inmate property.

Assigns, supervises and inspects work of adult and juvenile inmates engaged in the cleanliness of the facility.

Investigates illegal or criminal activities in all areas of the Jail and Juvenile Detention Center.

Supervises transfer and movement of inmates regarding court appearances, Huber/work release, or school assignments and other activities and appointments.

Distributes inmate medication and keeps accurate records of such disbursements pursuant to the Jail Policy and Procedure Manual and Juvenile Detention Center Operations Plan.

Conducts searches and daily inspections of living quarters.

Protects adult and juvenile inmates from peer intimidation and physical confrontations.

Restrains belligerent or non-cooperative adults and juveniles when necessary.

Prepares reports on daily activities and all other reports necessary for the successful operation of the Jail and Juvenile Detention Center.

Conducts routine inspection and maintenance of Jail equipment.

Performs computer entry documentation and retrieval.

NON-ESSENTIAL DUTIES:

Performs related functions as assigned.

MATERIALS AND EQUIPMENT USED:

Computer Terminal
General office equipment
Compu-color Photo Imaging
Fingerprinting

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School Diploma, Associates Degree in Correctional Science, Police Science or Sociology, or a Bachelors Degree from an accredited university or college in a related field; or any equivalent combination of education, training, and experience which provides the necessary knowledge, skills, and abilities.

Licenses and Certifications:

Ability to secure:

- Jail Certification
- First Aid and C.P.R. Certification

Knowledge, Skills, and Abilities:

Knowledge of department policies and procedures.

Knowledge of and ability to utilize a computer and required software.

Knowledge of federal and state laws which apply to jails and secure detention facilities and of related care, treatment and security programs.

Knowledge of techniques in inmate control and precautionary measures used in escorting and supervising inmate work details.

Knowledge of rules and regulations governing the secure detention facility including Health and Social Services Chapter 346.

Knowledge of adolescent behavior, interpersonal relations and social interactions.

Knowledge of methods and practices of jail housekeeping.

Ability to serve as a positive role model for children and provide effective direction and supervision.

Ability to establish and maintain effective working relationships with staff and the public.

Ability to supervise the activities of adult and juvenile inmates and deal with situations requiring tact, fairness, firmness, and good judgment.

Ability to easily adapt to the changing procedures as they apply to the different sections and different classifications of inmates within the jail.

Ability to use the force necessary to protect one's own safety and the safety of others.

Ability to quickly remove an inmate from a dangerous situation and in case of fire or other emergency, supervise the immediate evacuation of inmates.

Ability to communicate effectively both orally and in writing.

Ability to understand and follow both written and oral instructions.

Ability to work the required hours of the position.

PHYSICAL DEMANDS:

Lifting 75 pounds maximum with frequent lifting and/or carrying of objects weighing up to 40 pounds.

Ability to physically restrain inmates when dealing with physical confrontation.

Intermittent standing, walking and sitting; occasional driving.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling and operating controls.

Occasional bending, twisting, squatting, climbing, reaching and grappling.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Reviewed: 4/19/13

Proper Classification of Wisconsin Jail Personnel

A Brief Evaluation Of The Duty Of Wisconsin Counties To Accurately Classify Jail Personnel For Purposes of Wisconsin Department of Employee Trust Fund Classifications

(February 25, 2013)

Wisconsin Counties have the duty to notify the Department of Employee Trust Funds (“ETF”) of the names of all participating employees classified as protective occupation participant determined in accordance with Wis. Stat. § 40.02(48). As it relates to personnel working in the county jail, those employees who are not classified as protective status are considered general municipal employees.

Currently, 46 Counties classify jail personnel as general status while 25 Counties classify jail personnel as protective status (Menominee County does not operate a jail facility). See the attached map for a county-by-county breakdown regarding the classification of jail personnel. However, in light of the differing collective bargaining obligations between “public safety employees” and “general municipal employees” as prescribed in Wis. Stat. § 111.70 (post Act 10), Wisconsin counties are now reviewing the protective status of jail personnel to ensure proper classification.

I. Determining Protective Occupation Status

For purposes of classifying jail personnel, under Wis. Stat. § 40.02(48)(a), protective occupation participant means any participant whose principal duties are determined by the county to involve active law enforcement, provided the duties require a frequent exposure to a high degree of danger or peril and require a high degree of physical conditioning. Two key terms in this definition have been further clarified by the ETF and Wisconsin courts. The “principal duties test” requires that 51% or more of an employee’s time must be spent in “active law enforcement.”

“Active law enforcement” is defined by ETF to include an employee that

- a) holds an office or public employment lawfully vested;
- b) with a duty to maintain public order;
- c) being duly authorized to make arrests for violations of the laws or ordinances the person is employed by the participating employer to enforce; and
- d) while in said office, to be actively, currently and directly involved in detecting and preventing crime and enforcing the laws or ordinances of the participating employer.

Section 40.02(48)(am) further identifies certain occupations, which if in active law enforcement, qualify as protective status. Among the 22 occupations recognized as protective,

provided an employee is engaged in active law enforcement, is a deputy sheriff. "Jailer" or "corrections officer" is not one of the occupations specifically recognized as protective.

II. Deputy Sheriffs Are Not *Automatically* Protective Status

As set forth in detail in the guidance contained in its Employer Manual (see attached), the ETF has provided clarification regarding the exact nature of the protective status of a "deputy sheriff." The Manual emphasizes that the Protective Occupation Under Social Security category under WRS includes only those employees whose principal duties, i.e. 51% or more, meet all of the requirements as outlined under Wis. Stat. § 40.02(48)(a). The Manual recognizes that while the subsequent section of the statute highlights 22 occupations, bearing the title of one of the occupations listed does not automatically confer protective status upon an employee. The employee's principal duties must still meet the protective requirements, including involvement in active law enforcement, according to the test set forth above.

III. Classifying Jailers Or Corrections Officers

In addition to the ETF Manual and its requirement that counties undertake an "active law enforcement" analysis, there is significant court precedent confirming this approach. Wisconsin courts actually resolved the issue over 20 years ago. Three cases provide counties with useful direction.

County of La Crosse. In *County of La Crosse v. Wisconsin Employment Relations Commission*, 170 Wis. 2d 155 (Ct. App. 1992), the Court recognized a county's statutory duty to determine the protective status of employees based upon their job duties and functions, not their job title or classification. Specifically, the Court found that "the duty imposed on the County to determine the status of participating employees in the Wisconsin retirement system is part of the legislative plan to ensure the integrity of the public employee[e] trust fund."

The test developed by the Court is the same as the one outlined above – the county must determine whether 51% or more of a jailer's principal duties involve active law enforcement, a frequent exposure to a high degree of danger or peril, and a high degree of physical conditioning. Based upon the mandatory nature of the test and the fact that the county is statutorily obligated to conduct the analysis, the Court also held that the union proposal to classify the jailers as protective status was not a mandatory subsection of bargaining.

Four years later, in a WERC action involving La Crosse County, the WERC held such a proposal was a prohibited subject of bargaining. Thus, counties cannot bargain an employee's protective status.

Hoerman. In an unpublished decision, the Court of Appeals in *Hoerman v. ETF Bd.*, 216 Wis. 2d 112 (Ct. App. 1997), upheld an ETF decision, which had found that corrections officers in the Langlade County jail were not protective status. In affirming the ETF's decision, the Court observed that the corrections officers did not meet the definition of active law enforcement because they were not employed for the purpose of detecting and preventing crime and enforcing laws and ordinances. Although the jailers occasionally were involved in making arrests, the

Court determined it was not the jailers' principal duty. Instead, they spent a majority of their time in non-law enforcement activities, such as working on the jail's computer system.

Questions remained following *Hoerman*. What if jailers were sworn deputies, law enforcement certified, and performed some law enforcement duties, such as occasional patrol work, or were assigned to the County's SWAT team? The Court of Appeals in *Mattila* answered these questions.

***Mattila*.** In *Mattila v. ETF Board*, 243 Wis. 2d 90 (Ct. App. 2001) (see attached), Douglas County classified all of its jailers as general category. Two jailers appealed the reclassification, arguing that the County erred in its classification because they were law enforcement certified, deputized by the County Sheriff, and from time to time performed law enforcement duties when requested to do so. They argued that it was irrelevant if more than 50% of their duties were non-law enforcement jailer duties.

The Court rejected the jailers' argument that their designation as a "sheriff's deputy" conferred protective status because it "would vest in the sheriff absolute control over a sheriff's department employee's classification for retirement system purposes" instead of the employing county or the ETF Board. The Court further noted that "[p]ermitt[ing] a sheriff's unilateral action in deputizing a department employee to bind the County, the department and the Board to classifying the employee as protective occupation participant would nullify the classification and review scheme the legislature enacted in chapter 40."

The Court further noted that being a deputy sheriff was a necessary qualification for protective status, but not a sufficient one. Even though "deputy sheriff" is one of the occupations listed in Wis. Stat. § 40.02(48)(am), jailers must still meet the definition of protective occupation participant. The Court emphasized that the key factor in determining WRS status is the nature of the duties principally performed by the employee, not whether the employee has been deputized by the Sheriff.

IV. Changing An Employee's Classification Under WRS

Counties have a statutory duty, through their designated ETF agent, to correctly classify a jailer's protective or general status in order to ensure the integrity of the public employee trust fund. In other words, it's the law.

In addition, because general municipal employees must contribute the employee portion of the County's WRS contribution, significant monetary savings and operational advantages can be recognized following a reclassification. Specifically with respect to collective bargaining, counties may not bargain with a unit which includes both public safety and general municipal employees. Act 10 defined a "public safety" employee as an employee designated as protective status under WRS. *See* Wis. Stat. § 111.70(1)(mm). As a result, the analysis regarding jailers' duties and responsibilities are incredibly important.

Phillips Borowski is in the process of working with several counties on ensuring that jail personnel are properly classified. The firm has retained the assistance of one of Wisconsin's

preeminent jail operations experts. If enlisted, this consultant will review the documentation provided by the Sheriff's Department, personally meet with the Sheriff and the Sheriff's leadership team in order to better understand the organizational framework of the Department and how jailers fit into the day-to-day operations of the jail, and physically tour the jail. All of these efforts will ensure that a county's jail personnel are properly classified for WRS purposes.

After a thorough analysis, if a county determines that its jail personnel are not engaged in active law enforcement and therefore not properly classified as protective status, the reclassification can be made by using ETF's ONE system. Thereafter, if necessary, a county can proceed with obtaining a unit clarification to ensure that it is not forced to bargain with a unit consisting of both public safety and general municipal employees.

The analysis and decision-making process involved in the reclassification effort can be difficult. Unions are obviously concerned with the process because it directly impacts their members' bargaining rights and ultimately their own ability to maintain a relationship with the employees classified as general municipal employees. Sheriffs have concerns regarding operational issues that may arise as a result of the change in classification. The important concept to understand, however, is that WRS classification has no bearing on jail operations or a sheriff's constitutional authority. While the transition might be challenging, the difficulties certainly do not provide an excuse for failing to comply with the ETF regulations mandating that all employees be properly classified for WRS purposes.

COPY

BROWN COUNTY
POSITION DESCRIPTION QUESTIONNAIRE
Training Corporal

1. GENERAL INFORMATION

YOUR NAME NICOLE BOERBOOM TITLE: TRAINING CORPORAL
DEPARTMENT: BROWN COUNTY SHERIFF'S OFFICE- JAIL DIVISION

REPORT TO (NAME): PHIL STEFFEN (TITLE): SECURITY LIEUTENANT

2. PURPOSE: In a few sentences, briefly describe the overall purpose of your position.

The Training Corporal is primarily responsible for the coordination of the Correctional Training programs in and for the Jail Division. This includes the recruit orientation and training, the Correctional Field Training program. Develop the training curriculum mandated by the state of Wisconsin. Coordination and development of the Correctional Emergency Response Team (CERT) training.

3. SPECIFIC DUTIES

List below the duties you perform. Emphasize those that you consider essential or fundamental to your job (the reasons your job exists). Please carefully describe what the task is, not the procedure used to perform the task. Each job duty should begin with an action verb (e.g., answers customer questions, sorts incoming mail, operates forklift, etc., verifies credit information, etc. - Examples of action verbs attached at end of form). Where applicable, please indicate a standard (answers incoming calls by the third ring, greets visitors in a friendly and helpful manner, checks in daily freight received according to established procedures, etc.).

In the last column provide a general percentage estimate of the time you spend performing each duty. This should total 100% and does not have to be exact - multiples of 5% are fine. Attach additional pages if necessary. All activities are to be included: daily, weekly, monthly, quarterly, annually, or some other appropriate time frame.

Y900

JOB DUTY	% Work Time
<p>Effectively use physical force in order to control inmates that are not compliant with staff directives.</p> <p>Control the behaviors of inmates in order to prevent disturbances, damage to the facility, assaults, escapes, death and/or great bodily harm.</p> <p>Physical conditioning is required due to the environment in which they work. The Correctional Officer must be able to defend themselves and others from physical harm. They are either fit for duty or they are not able to function within the environment.</p> <p>Effectively perform searches on individuals, cells and areas to prevent the introduction of contraband (weapons, drugs, etc.) into the facility.</p> <p>Gather evidence; take crime scene photos, record statements of victims and witnesses in order to build criminal cases on incidents within the facility.</p> <p>Perform rescue operations in the case of a fire emergency. These duties would include the following: donning SCBA; conducting searches in a smoke/fire filled environment to remove inmates from the area of danger and fire suppression with either extinguishers or hoses.</p> <p>Perform all Correction Officer duties above standards.</p> <p>Assist Administration and Training Section with Correctional Recruit Officer orientation and Policy & Procedure.</p> <p>Coordinator of the Correctional Field Training Program</p> <ul style="list-style-type: none"> • Oversee new recruit's training, setting their schedules and coordinating the activities during the ten-(10) week cycle • Oversee the six (6) Correctional Field Training Officers. Review paperwork, daily observation reports, evaluating the performance of both the recruit and trainers • Maintain and update to the Field Training Manual with Jail Policy and Procedures • Address any training issues that a rise • Generate status reports on both positive and negative performance and training issues. • Coordinate recruit's training with Human Resource, Occupational Health Nurse, and Investigative Technician <p>Conduct mandatory training for all Correctional Officers</p>	

- Prepare and maintain 24 hours of training for the State certification of all Correctional Officers
- Scheduling 142 officers, scheduling/coordinating the instructors, conducting training, scheduling vendors/service providers for the training, maintaining the records for the training (lesson plans, tests, attendance rosters, etc.)
- Development of the curriculum for In-Service and on-shift training (lesson plans, power points, equipment, resources) by evaluating daily operational issues, strengths and weaknesses in coordination with Shift Lieutenants and Corporals.
- Evaluating performance during In-Service and remedial performance issues related to training. These recommendations are forwarded to the Jail Administration

Coordinator of the Correctional Tactical Training Unit

- Development of the Use of Force training curriculum within the facility
- Long term planning of needs, development of training (to include lesson plans, coordination with Administration, resources, etc.)

Coordinator of the Correctional Emergency Response Team (CERT)

- Develop and deliver curriculum for the three (3) teams on all shifts (7a-3p, 3p-11p, 11p-7a)
- Long term planning of needs, development of training (lesson plans, coordination with Administration and Instructors, resources, etc.
- Coordination of training with other Divisions (SWAT, Field Force, K9)
- Coordination and evaluation of the team members and trainers within training and in on-duty incidents
- Complete status reports on positive and/or negative performance issues.

Review Use of Force Documentation and Reports

- Coordination with Administration on needs based upon incidents and the type and amount of force used in an incident
- Conducting/coordinating remedial training based upon the facts of the events/incident
- Debrief Use of Force Incidents with staff involved.

Documentation/Record Retention

- Maintain records of all training conducted within the Jail Division
- In-Service Training (142 Correctional Officers, 6 Lieutenants)
- Correctional Field Training Officers (6 Correctional Officers)
- Recruit Training
- Remedial Training
- Correctional Emergency Response Team training
- On-Shift Training

Recruitment of new Hires

- Conduct tours of the facility (scheduling and coordinating)
- Assist in development of recruitment flyers and participate in the recruitment efforts at area Technical Colleges
- Conduct physical agility training/testing for new candidates during the hiring process
- Assisted in the Questions and Answer from local High Schools and Technical Colleges

Security Training for Non-Security Personnel

- Conduct orientation and training for new personnel assigned to the jail (Volunteers, Interns, Facilities staff, Kitchen Staff, Nursing, and Administrative Staff)

Coordinate Internships

- Coordination of the scheduling and point of contact for local Technical Colleges
- Coordination/Conduct training
- Questions and Answers
- Evaluation of Intern
- Background checks
- Provide documentation and feedback to both the intern and the respective educational facility

Interview Panels

- Assist in the development and participation in testing procedures for the Following:
 - Correctional Emergency Response Team
 - Correctional Field Training Unit
 - Correctional Tactical Training Unit
- Panel member for the selection process for the following positions:
 - Intake Corporal
 - Housing Corporal

Coordination of the Porta Count Machine- Self Contained Breathing Apparatus (SCBA).

- Scheduling with Local Fire Departments and Divisions within Brown County
- Conduct training and evaluation
- Maintenance for the Porta Count Machine

Develop and maintain policy and procedures for the Brown County Jail and Juvenile Detention Center.

Assist with budget, grants, and other accounting items.

Research and develop budget requests for new and replacement equipment for the Jail Division

- Attend Instructor courses to obtain certifications for training all Jail Staff
- Coordinate and schedule Instructors to attend courses

Schedule and conduct staff meetings, attend other meetings as required.

Review logs, incident reports, Use of Force reports, CERT videos, etc.

Evaluate and determine training needs of the Jail Division.

Conduct routine inspection and maintenance of jail equipment.

Search adult and juvenile inmates for contraband, weapons, or dangerous materials.

Protect adult and juvenile inmates from peer intimidation and physical confrontations.

Maintain surveillance of all inmates within the Jail and Juvenile Detention Center.

Administer first aid and secure medical assistance for inmates when required.

Supervise movement of inmates

Conduct searches and daily inspections of living quarters.

Perform all other duties as directed by competent authority.

Increase the overall efficiency and effectiveness of the Jail Division by serving as a role model / leader for the development of knowledge/skills and abilities for both new and current staff.

Make legally correct use of force and tactics related decisions adapting to given situational contexts.

Perform all integrated methods and procedures competently.

Instruct staff via discussion, presentation, basic practice, and scenario based training safely.

Attend LESB (Law Enforcement Standards Board) approved training programs for State Certification/Re-Certification.

Keep statistical Data (Use of force logs/CERT Logs) for litigation and

Administrative review purposes.	Varies
Testify in court on use of force related cases.	100 %

4. OTHER DUTIES AND RESPONSIBILITIES		% Work Time																				
Include any additional duties that are not essential to your job including serving on committees, community involvement activities, occasional work in other areas, etc. *Represent the Jail for the County Wellness committee. *Volunteer at Charity events for Jail Displays, questions and answers. *Volunteer at local colleges for scenario training for Criminal Justice student. *Fill in when necessary for Jail operational needs.		Varies																				
5. SUPERVISORY RESPONSIBILITY: Write the names and job titles of all employees who report directly to you. Also, indicate the number of employees who in turn report to them. Write "none" if this is not applicable.																						
EMPLOYEE NAME	JOB TITLE	# EE's																				
Correctional Officers (142)	Correctional Officers/Classification officer/Corporals																					
Field Training Officers (FTO) (6)	FTO train/supervise new recruits																					
Correctional Tactical Training Unit (6)	Trainers/instructors																					
Correctional Emergency Response Team (22)	Emergency Response Unit																					
Check below those supervisory responsibilities that are a part of your job: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input checked="" type="checkbox"/> Instruct/train</td> <td style="width: 50%;"><input checked="" type="checkbox"/> Assign work</td> </tr> <tr> <td><input checked="" type="checkbox"/> Review work</td> <td><input checked="" type="checkbox"/> Plan work of others</td> </tr> <tr> <td><input checked="" type="checkbox"/> Maintain standards</td> <td><input checked="" type="checkbox"/> Coordinate activities</td> </tr> <tr> <td><input checked="" type="checkbox"/> Schedule/allocate personnel</td> <td><input checked="" type="checkbox"/> Act on employee problems</td> </tr> <tr> <td><input type="checkbox"/> Select new employees</td> <td><input checked="" type="checkbox"/> Schedule work of others</td> </tr> <tr> <td><input checked="" type="checkbox"/> Transfer/promote</td> <td>(Recommend? <input checked="" type="checkbox"/> Approve? <input type="checkbox"/>)</td> </tr> <tr> <td><input checked="" type="checkbox"/> Performance appraisal</td> <td>(Recommend? <input checked="" type="checkbox"/> Conduct? <input type="checkbox"/> Approve? <input type="checkbox"/>)</td> </tr> <tr> <td><input checked="" type="checkbox"/> Discipline</td> <td>(Recommend? <input checked="" type="checkbox"/> Conduct? <input type="checkbox"/> Approve? <input type="checkbox"/>)</td> </tr> <tr> <td><input checked="" type="checkbox"/> Discharge</td> <td>(Recommend? <input checked="" type="checkbox"/> Conduct? <input checked="" type="checkbox"/> Approve? <input type="checkbox"/>)</td> </tr> <tr> <td><input type="checkbox"/> Salary increases</td> <td>(Recommend? <input type="checkbox"/> Conduct? <input type="checkbox"/> Approve? <input type="checkbox"/>)</td> </tr> </table>			<input checked="" type="checkbox"/> Instruct/train	<input checked="" type="checkbox"/> Assign work	<input checked="" type="checkbox"/> Review work	<input checked="" type="checkbox"/> Plan work of others	<input checked="" type="checkbox"/> Maintain standards	<input checked="" type="checkbox"/> Coordinate activities	<input checked="" type="checkbox"/> Schedule/allocate personnel	<input checked="" type="checkbox"/> Act on employee problems	<input type="checkbox"/> Select new employees	<input checked="" type="checkbox"/> Schedule work of others	<input checked="" type="checkbox"/> Transfer/promote	(Recommend? <input checked="" type="checkbox"/> Approve? <input type="checkbox"/>)	<input checked="" type="checkbox"/> Performance appraisal	(Recommend? <input checked="" type="checkbox"/> Conduct? <input type="checkbox"/> Approve? <input type="checkbox"/>)	<input checked="" type="checkbox"/> Discipline	(Recommend? <input checked="" type="checkbox"/> Conduct? <input type="checkbox"/> Approve? <input type="checkbox"/>)	<input checked="" type="checkbox"/> Discharge	(Recommend? <input checked="" type="checkbox"/> Conduct? <input checked="" type="checkbox"/> Approve? <input type="checkbox"/>)	<input type="checkbox"/> Salary increases	(Recommend? <input type="checkbox"/> Conduct? <input type="checkbox"/> Approve? <input type="checkbox"/>)
<input checked="" type="checkbox"/> Instruct/train	<input checked="" type="checkbox"/> Assign work																					
<input checked="" type="checkbox"/> Review work	<input checked="" type="checkbox"/> Plan work of others																					
<input checked="" type="checkbox"/> Maintain standards	<input checked="" type="checkbox"/> Coordinate activities																					
<input checked="" type="checkbox"/> Schedule/allocate personnel	<input checked="" type="checkbox"/> Act on employee problems																					
<input type="checkbox"/> Select new employees	<input checked="" type="checkbox"/> Schedule work of others																					
<input checked="" type="checkbox"/> Transfer/promote	(Recommend? <input checked="" type="checkbox"/> Approve? <input type="checkbox"/>)																					
<input checked="" type="checkbox"/> Performance appraisal	(Recommend? <input checked="" type="checkbox"/> Conduct? <input type="checkbox"/> Approve? <input type="checkbox"/>)																					
<input checked="" type="checkbox"/> Discipline	(Recommend? <input checked="" type="checkbox"/> Conduct? <input type="checkbox"/> Approve? <input type="checkbox"/>)																					
<input checked="" type="checkbox"/> Discharge	(Recommend? <input checked="" type="checkbox"/> Conduct? <input checked="" type="checkbox"/> Approve? <input type="checkbox"/>)																					
<input type="checkbox"/> Salary increases	(Recommend? <input type="checkbox"/> Conduct? <input type="checkbox"/> Approve? <input type="checkbox"/>)																					

6. WORK RELATIONSHIPS: For any of the contacts listed below that you have regarding company business that are listed below, indicate the frequency (e.g. daily, weekly, monthly, etc.) and nature or purpose (e.g. obtain/provide information, negotiate contracts, etc.) of the contact.

CONTACT	PURPOSE OF CONTACT	FREQUENCY
Employees in same department/function		
Officers	Supervise. Obtain/provide information, training, developing inmate management strategies, assist in duties. Evaluate and counsel on job knowledge, attitude, and performance. Explain and enforce facility expectations/policy and procedure	Daily
Corporals	Obtain/provide information and training. Develop inmate management strategies. Provide feedback from line staff concerning operations and policy and procedures.	Daily
Supervisors (Lieutenant, Administration)	Obtain/provide information, training, develop Inmate management strategies, performance evaluations. Assist in duties, discipline, employee development, and counselling. Provide feedback from line staff concerning operations and policy and procedures.	Daily

Employees in other departments/functions (list other departments & individual titles)		
Training Section Sergeant/Lieutenant	Training requests, updates of records, Coordinate tours for new Patrol Officers	Daily
Professional Standards Division Lieutenant/Captain	Hiring purposes, Conduct physical agility evaluation for new hires	Monthly
Support Services Division Captain	Coordinate training on new equipment for the Jail	Occasionally
Drug Task Force	Coordinate educational training for In-Services	Occasionally
District Attorney	Provide information on inmates to include statements of incidents.	Varies
SWAT	Coordinate joint training	Varies
K9	Coordinate joint training	Varies
Medical Staff	Coordinate training concerns, new information to send to Jail Staff	Varies
Human Services	Coordinate training, provide documentation for new hires, payroll	Varies
Public Safety Communication Manager	Coordinate/Conduct Tours	Varies
Customers		
Inmates	Address inmate requests, complaints, medical & psychiatric	Daily

	<p>needs, set and reinforce expectations, ensure compliance with rules, policies and procedures, observe inmate behavior. Identify and address potential inmate issues, provide inmate with information concerning court, medical services, account information, programming, & religious services, address inmate conflicts.</p> <p>Complete intake and release of inmates, crisis intervention.</p> <p>Use of force situations such as, cell extractions, self-defense, intervening on physical altercations, suicide prevention, searches, disciplinary proceedings, grievances. Escort of inmates to proper destinations.</p>	
<p>Suppliers/Vendors</p> <p>Galls Advanced Police Supply Humane Restraints Taser International NAMI/CIP</p> <p>NWTC FVTC</p> <p>Safety First Aladdin Fire</p> <p>Aprise Tech Support</p>	<p>Ordering equipment, maintenance/testing equipment, equipment repairs,</p> <p>Training courses, Jail School</p> <p>SCBA maintenance and testing</p> <p>Adore training program</p>	<p>Weekly</p> <p>Varies</p> <p>Annually</p> <p>Varies</p>

General Public		
Volunteers	Conduct background checks, provide Security Training, confirm identity, provide necessary escort, direct to destination, address inmate issues and program concerns	Varies
Tours	Conduct background check, confirm identity; provide necessary escort and information concerning the facility and operations.	Varies
Witnesses	Confirm identity, provide necessary escort to proper destination	Varies
Civilians	Provide general information, address complaints and concerns, receipt of death in the family notices for inmates or mental status of inmates.	Varies
Released inmates	Confirm identity, release property, and provide general information.	Varies
Interns	Confirm identity,	Varies

	escort, and provide general and more job specific information. Ensure safe interaction between intern and inmates.	
Community/Trade/Professional		
Attorneys	Confirm identity, provide necessary escort to destination, address inmate concerns, provide general information, schedule hearing rooms and phone conferences, accept discovery materials	Varies
Law Enforcement Agencies	Resource to give and receive information for training ideas and plans	Varies
Mental health professionals Crisis Center Counselors	Coordinate training seminars. Intake and release of inmates, schedule hearing rooms, forward inmate requests and complaints, provide general information.	Varies Varies
Outside medical service EMS	Provide information on suicidal and/or distressed inmates, discuss inmate safety measures. Advise of inmate medical situations and complaints	Varies

Federal/State Gov't/Regulatory		
Law Enforcement Standards Board- Staff	Compliance with training standards	
Other (specify):		
Other County Jails/Detention Centers and State Correctional facilities	Exchange information and knowledge	Varies

7. EDUCATION

Length of time you have occupied this position: Years 2 Months 8

Length of time you have been with the company: Years 6 Months 10

How much formal education do you think is **necessary** to do your job (*check one*):

<input type="checkbox"/> Less Than High School	<input checked="" type="checkbox"/> Associate Degree (2 Years)
<input type="checkbox"/> High School	Major: <u>Police or Corrections</u>
<input type="checkbox"/> High School +1 Yr Other Schooling	<input type="checkbox"/> College Degree (4 Years)
Type of Coursework: _____	Major: _____
<input type="checkbox"/> High School, +2-3 Yrs Other Schooling	<input type="checkbox"/> College Degree Plus Other Schooling
Type of Coursework: _____	Type of Coursework: _____

Please indicate the education **you had** before you began work in your current job:

BACHELOR OF SCIENCE- CRIMINAL JUSTICE MAJOR

UW- OSHKOSH

Please indicate your **current** education level:

BACHELOR OF SCIENCE- CRIMINAL JUSTICE MAJOR

UW- OSHKOSH

List licenses/certifications required for your job and/or other additional specialized courses, subjects, or training that are necessary but not available through high school or college:

Law Enforcement Standards Board (LESB) certification, Professional Communication Instructor (PCS), Principle of Subject Control Instructor (POSC), Correctional Emergency Response Team (CERT) Instructor, Taser Instructor, Baton Instructor, Field Training Officer (FTO), 1st Line Supervisor Course

8. EXPERIENCE

How much similar or related work experience do you think is **necessary** for a person starting this job (*check one*):

<input type="checkbox"/> 1 month or less	<input checked="" type="checkbox"/> Over 3 years, up to 5 years
<input type="checkbox"/> Over 1 month, up to 6 months	<input type="checkbox"/> Over 5 years
<input type="checkbox"/> Over 6 months, up to 1 year	<input type="checkbox"/> Other (specify): _____
<input type="checkbox"/> Over 1 year, up to 3 years	

Years or relevant experience **you had** prior to working in your current job:

3 years as a Correctional Officer and

1 year experience as a Housing Corporal

Total years of experience to date:

6 years 10 months

How long do you think it should take an employee with the necessary education and experience (as shown above) to become familiar with details to do this job reasonably well (check one)?

___ Two weeks or less ___ Six months ___ Two years
 ___ Three months X One year ___ Other (Specify): _____

How long did it take **you** to feel comfortable with the job you are now performing?

2 years without training from the previous Training Corporal. The necessary courses for a Trainer are offered infrequently over a few years. Many of the necessary courses required for a trainer are several days.

9. MENTAL EFFORT

✓ CHECK	ACTIVITY	HOURS/ DAY	FOR WHAT PURPOSE?
REASONING: Indicate the level of mental reasoning necessary to perform your job (check all that apply)			
X	Follow one- or two-step instructions; routine, repetitive task	Variable	Reviewing reports, searching inmates, keying doors, simple orders from supervisors.
X	Carry out detailed but uncomplicated written or verbal instructions	Variable	Following policies, memorandums, correspondence and simple orders from supervisors.
X	Follow written, verbal, or diagrammatic instructions	Variable	Following policies, memorandum, orders and correspondence from supervisors and Administration.
X	Solve practical problems; variety of variables with limited standardization; interpret instructions; conduct general information research	Variable	Managing complaints from inmates and the general public. Responding to case law requests. Handling low stress interactions with inmates. Investigating and addressing complaints on and from staff. Responding to inmate grievances. Teach Officers how to recognize and handle these situations
X	Logical or scientific thinking to solve problems; several abstract and concrete variables; conduct and interpret statistical or technical research	Variable	Managing facility emergencies. Writing and reviewing policy and procedures. Developing and implementing inmate behavioral management plans. Analyzing operations, identifying issues/potential issues, gathering information and resources, developing an action plan, implement and monitor the plan, re-assess and adjust as appropriate.
X	Address wide range or intellectual and practical problems; interpret nonverbal symbolism; comprehend most complex concepts	Variable	Develop training plans and teaching officers how to recognize and handle situations listed below. This also needs to include non-practical problems, particularly due to mentally ill inmates.

			<p>All direct inmate interactions include interpreting nonverbal cues, determining if the behavior is normal for that inmate, assessing the emotional and mental state of all inmates, and determining an appropriate response, in addition to contingency plans for when the unexpected happens.</p> <p>Facility emergencies encompass a broad spectrum of situations that frequently include personal safety concerns. I am required to determine appropriate responses in a fraction of a second and then act. I must keep personal safety, the safety of other staff, the safety of other inmates, and control in mind when determining the appropriate response. State regulations, Department policy and procedure, and legal standards are also extremely important in that decisions and actions focus heavily on liability management.</p> <p>Managing inmates, taking into consideration factors such as mental illness, physical and mental disabilities, varied social background, drug and alcohol impairment or withdrawals. Managing incidents by collecting and interpreting this information and determining if incidents were caused for behavioral, medical, or mental health issues, and then determining a course of response that most appropriately addresses the incident and underlying causation.</p>
MATHEMATICAL: Indicate the level of mathematical skills necessary to perform your job <i>(check all that apply)</i> :			
X	Addition	Variable	Budget requests, Trainings Requests, equipment costs, overtime consideration, scheduling
X	Subtraction	Variable	Budget requests, Trainings Requests, equipment costs, overtime consideration, scheduling
X	Multiplication	Variable	Budget requests, Trainings Requests, equipment costs, overtime consideration, scheduling
X	Division	Variable	Budget requests, Trainings Requests, equipment costs, overtime consideration, scheduling
	Algebra	Variable	
	Arithmetic calculations involving fractions, decimals, and	Variable	

	percentages		
✓ CHECK	ACTIVITY	HOURS/ DAY	FOR WHAT PURPOSE?
	Arithmetic, algebraic, and geometric calculations		
X	Advanced mathematics/statistics e.g. calculus, factor analysis and probability determination	Variable	Budget requests, Trainings Requests, equipment costs, overtime consideration, scheduling
LANGUAGE: Indicate the level of language skills necessary to perform your job (<i>check all that apply</i>):			
X	Follow verbal instructions		Instructions/recommendations/orders from supervisors, co-workers, trainers, medical and mental health staff
X	Transcribe from dictation		Statements from incidents, Employee injuries.
X	Exchange basic informational data (to complete transactions, fill out forms/ checklists, make appointments, etc.)		Perform shift pass-on information, notifying supervisors of operational information, monthly juvenile reports, and discuss treatment concerns with medical and mental health staff,
X	Interview to gather information (basic screening interviews)		Interviewing witnesses and complainants. Speaking with other staff concerning pass-on information, ongoing incidents and previous incident responses.
X	Advise others on alternatives/options (determine needs, what to communicate)		Discussing training concerns and develops a plan of action to make improvements. Discussing operational concerns with other corporals, making recommendations to supervisors and recommendations/orders to staff. Assisting inmates in problem solving, encouraging positive inmate behavior, discipline of inmates, handling grievances, general supervision of inmates. Assisting visitors and program volunteers with the visiting, property, and program procedures. Work with detention staff on housing of juveniles. Explaining the court process. Addressing concerns from inmates, the general public, and other agencies.
X	Coach and counsel (identify problems/concerns, develop solutions)		Mentor new hires, corrective action when necessary. As needed and annual performance evaluations with staff. Identify and address attitude and training issues. Discuss and encourage officers to apply for promotions, additional assignments, use of force instructor and/or field training positions.
X	Speak in front of groups/public		Provide facility tours, Security

	speaking/make presentations		Training, Presentations to local High Schools and Colleges, Presentations for local Boy scouts and community programs, Speech during Promotional Ceremonies
X	Explain technical data/information		Instruct and train officers on the use of the many different computer systems within the jail. Develop the lesson plans for different computers systems
X	Read and follow written directions		Policy and procedure, memorandum, correspondence with supervisors and Administration. DPI, OJA and DOC regulations.
X	Complete simple checklists		Develop checklists for training assignments and requirements. Safety cell/restraint chair flow sheet, property inventory sheet.
X	Fill out forms		Training requests (T1, T4 forms) Facility reports, Disciplinary report, Health Transport Summary, maintenance requests, medication verification form, use of force supplementary report, inmate worker list, lock-up list.
X	Copy data from one record to another		Training hours, Recruit Officer records, officer records
X	Compose routine business correspondence (confirmations, requests, etc.)		Scanning paperwork and importing it into the Offender Management System
X	Compose business reports		Fax, Scan, email
X	Compose complex business correspondence (requiring research, explanation, etc.)		Compose training hours and lesson plans for Department records for State certifications
X	Proofread written communication for spelling, grammar, syntax errors		Reviewing personally generated reports, logs, and correspondence. Reviewing officer-generated statements, logs, and reports. Training officers on proper report writing. Assisting in some of Administrative functions (Budget, Emails, Memos, Policy, Etc...)
X	Creative writing used in promotion or selling activities		Requests for new training equipment techniques and tactics.
X	Read and understand technical data/information		Review of court documents, statutes, legal and medical documents.
	Take minutes for meetings		
X	Other (specify:) Development the training plan for many of the above tasks		

10. JOB LOCATION: Where are the major activities of your job carried out? (check all that apply)

CHECK	LOCATION	AVERAGE HOURS/DAY
X	Indoors	
	Outdoors	
X	At a desk/bench	
	At a machine	
	In a car	
X	Out of town	
X	Other (specify) Training Room CERT training	12 hours/month
	On-Shift training	
	POSC with new officers	40 hours/new hire
	In-Service	8 hour/day 18 days/year

Your regular hours of work: ____ 8 hours ____

How do you get to your work area:

By stairs? X By elevator? ____ What floor is it on? 2nd floor_

Indicate the overnight, out-of-town travel required by the job:

____ Avg number of days/month 1 Avg number of trips/year

3-4 Avg number of days/trip

Reason for travel:

Varies on the training course.

11. WORKING CONDITIONS: Indicate any job conditions that you are exposed to and the frequency of this exposure (daily, constantly, once a month, etc.). For each condition or environmental factor, indicate the nature or reason for the exposure. Write "not applicable" if your job does not require exposure to the factors indicated.

WORKING CONDITION/ ENVIRONMENTAL FACTOR	NATURE OF OR REASON FOR EXPOSURE	FREQUENCY
Dirt	Lack of hygiene by inmates Bodily substance contact on surfaces, propelled, and expelled, to include saliva, feces, urine, blood, seminal/vaginal fluids	Daily Varies
Noise	Up to 64 inmates in a single housing unit, radio traffic, alarms, intercoms, a large volume of visitors and children, disruptive inmates yelling and kicking/hitting windows, tables and doors. Lawn mowers.	

Temperature Extremes		
Dampness	Inmate flooding, sprinkler heads pulled by inmates, soaked inmates, sewer back-ups in pods	Varies
Vibrations		
Equipment Movement Hazard		
Chemicals/Solvents	Oleoresin Capsicum	Varies
Electrical Shock	Taser, Conducted Electronic Weapon	Varies
Significant Work Pace/Pressure	Unpredictable inmate behavior, Emergency disturbance response, CERT activation	Varies
Other (specify): Physical Training	Role play as an inmate and teach officers proper defensive tactics, mock cell extractions, placement in to handcuffs. Wear Redman protective gear teaching officers where proper strike, punch, knee, pressure points, pad subduing.	Weekly
Stress	Inmate threats to sue, assault, rape, or kill you and your family.	Varies
	Inmates or inmate family members gaining and sharing officer personal information, such as addresses and family status, or following you home from work.	Daily
	Maintaining a heightened sense of alertness, remaining on guard against assault.	Varies
	Managing and addressing issues, often irrational issues, caused by inmates with severe mental illness.	Varies
	Inmate lawsuits	Varies
Communicable disease/parasites	Close physical contact with persons with contagious diseases and communicable parasites, such as lice, MRSA, Tuberculosis, Hepatitis strains.	The risk is daily, frequency of events varies.
Assault/weapon risk	Escape attempts, inmates sentenced to life and have nothing to lose, inmates with mental illness/paranoia.	

12. PHYSICAL REQUIREMENTS

Check all the following that apply to the major activities of your job:

CHECK	ACTIVITY	HOURS/ DAY	FOR WHAT PURPOSE?
X	Sitting	Varies	Data entry, phone use, operation of radio and intercom equipment, inmate observation, monitoring cameras, duty station.
X	Standing While standing, must you support any weight (e.g., a heavy tool?) If so, what is it you support, how much does it weigh, and for how long do you support it?	Varies	Presentations, training, inmate observation, searching inmates, serving meals, handling property bags, observe visitors during the security screening, supporting inmate body weight (weight varies in extremes).
X	Walking: How far?		Tours, inmate observation, inmate escort, security checks, deliver items to staff or inmates.
X	Stooping	Varies	Training Defensive tactics, Searches, stabilization of inmates, controlling combative inmates, handling property bags, removing clothing from inmates.
X	Climbing: How high? ____ Ladder? ____ Incline? ____ Stairs? <u>X</u> (#: ____)	Varies	Security checks, reporting to work station, responding to back-up calls, conducting facility rounds.
X	Kneeling	Varies	Defensive Tactics, Searches, inmate stabilization, handling inmate property bags. Removing clothing from inmates.
X	Bending at waist	Varies	Defensive Tactics, Searches, applying restraints to inmates, inmate stabilization, controlling combative inmates, removing clothing from inmates, handling inmate property.
X	Turning/twisting	Varies	Defensive tactics, Decentralization tactics, Searches, inmate stabilization, controlling combative inmates, handling inmate property.
X	Lifting: How much weight? ____ lb. How often? ____ How high? ____ Waist high ____ Shoulder high ____ Above head ____	Varies	Defensive Tactics, carrying an inmate for one location to another, Property bags, inmate property bins, meal trays, commissary boxes, cases of paper products/supplies for housing unit, controlling combative inmates, supporting or lifting dead weight such as a hanging body or uncooperative

			inmate.
X	Carrying: How much weight? ____ lb. How often? ____ Alone? ____ With another person(s)? ____ How many people? ____	Varies	Packages, inmate property bins, property bags, trays, inmate commissary boxes, stabilization of inmates, controlling combative inmates, supporting or lifting dead weight such as a hanging body or uncooperative inmate.
X	Pushing: How much weight: ____lb. How often? ____	Varies	Laundry/Food carts, carts for canteen, controlling combative inmates
X	Pulling: How much weight: ____lb.	Varies	Laundry/Food carts, carts for canteen, controlling combative inmates
X	Using keyboard	Varies	Data entry for training records, statements, Documentation, conducting research, data entry, emails.
X	Using telephone	Varies	Communication
X	Use tools Generally describe the tools used:	Varies	Training gear, mats, Inmate stabilization and restraint, inmate control, and staff safety, personal biohazard protections, communication, documentation, and dissemination of information, inmate jewelry and clothing.
X	Using fingers (instead of hand or arm)	Varies	Control combats inmates with tactics, Handwritten documentation, Comtec computer usage, intercom usage, keyboard use, radio use.
X	Grasping: loose grasp _X_ tight grasp _X_	Varies	Training Correctional Officers Defensive Tactics; Escort holds, compliance holds Door handles, keys, bull straps, restraints, pat searches, controlling and escorting inmates, use of mouse.
X	Repetitive motions What type?	Varies	Defensive Tactics- Based on the LESB POSC manual Unlocking doors/locks, Keyboard/mouse.
X	Hearing: Ability to receive detailed information through verbal communication.	Varies	Taking phone calls, taking inmate statements, observing radio traffic, alarms, listening to inmate activity, communications with inmates, co-workers, supervisors, the public, and professionals.

Indicate the visual requirements necessary to perform your job (<i>check all that apply</i>):			
X	Far vision: See things clearly 20 feet away or more	Varies	Inmate observation for threats of harm on self and other inmates, personal safety, observing the parking lot. Monitor inmates in hallways and work areas. Checking for property damage.
X	Near vision: See things clearly 20 inches away or less	Varies	Data entry, computer use, documentation, searches, observe video monitors, inmate observation for threats of harm on self and other inmates, personal safety. Checking for property damage.
X	Mid-range: See things clearly at distances of more than 20 inches and less than 20 feet	Varies	Teach officers to recognize when there may be a potential threat from a distance. Inmate observation for threats of harm on self and other inmates, personal safety, data entry, computer use, documentation, searches, monitoring the visiting lobby. Monitoring inmates in hallways, program rooms, and work areas. Checking for property damage.
X	Depth perception: Ability to judge distance and space relationships, so as to see objects where and as they actually are	Varies	Teach officers to recognize when there may be a potential threat from a distance. Inmate observation for threats of harm on self and other inmates, weapon use such as the Taser, OC, pepper ball launcher. Avoiding accidentally hitting visitors with the sliding drawer. Searches.
X	Color vision: Ability to identify and distinguish colors	Varies	Inmate observation, checking wristbands, inventorying property.
X	Field of vision: Ability to observe an area up or down or to the right or left while eyes are fixed on a given point	Varies	Inmate observation for threats of harm on self and other inmates, personal safety, while conducting other duties.

13. EQUIPMENT USED:

List the equipment, machines, tools, electronic devices, and computer hardware/software that you are required to use in performing your job. Indicate the frequency of their use. For computers, indicate what they are used for (i.e., word processing, A/R, inventory, list management, etc.)

EQUIPMENT, MACHINE, TOOL, ELECTRONIC DEVICE, COMPUTER HARDWARE, & SOFTWARE	FREQUENCY
----------------------------------------------------------------------------	-----------

	Varies
Oleoresin Capsicum	Varies
RIPP restraints	Varies
Shackles	Varies
Handcuffs and key	Varies
Bull straps	Varies
Restraint Chair	Varies
Spit hoods	Varies
Stun Shields	Varies
Batons	Varies
Riot body armor and helmet	Varies
Humane restraints	Varies
Sawdust	Varies
Gas masks	Varies
Stretcher/Backboard	Varies
Wheelchair	Varies
HEPA Mask	Varies
Gas Mask	Varies
Gloves	Varies
Safety goggles	Varies
Eyewash stations	Varies
Bio Hazard equipment	Varies
First Aid kits and emergency bag	Varies
Self-Contained breathing apparatus	Varies
Fire Extinguishers	Varies
Keys	Varies
Hand held metal detector	Varies
Free standing metal detector	Varies
Hand held two-way radios	Varies
Battery Chargers	Varies
Master control/console Comtec computer	
Radio control computer – Milestone	Varies
Video Camera	Varies
Statute Books	

Camera monitors	Varies
VCR/DVD Player	Varies
Chemical dispensing system	Varies
Telephones	Varies
Stenophones	Varies
Intercoms	Varies
TDD	Varies
General Office supplies	Varies
Computer – data entry, research, inventory, training, information sharing, communication.	Varies
Copier/Fax/Scanners/Paper shredder/Printers	Varies
Computer systems, Word, Excel, PowerPoint, Outlook, Internet Explorer, Adobe Reader, Windows	Varies
Securus –Inmate phone system	Varies
Cobra Banker – Inmate accounting system	Varies
OMS – Inmate management system	Varies
Handcarts	Varies
Safety knife/Scissors	Varies
AED	Varies
Panic/duress alarms	Varies
Identix computer/Picture link	Varies
Label writer	Varies
PBT	Varies
Standpipe controls/purge valves	Varies
Riot shields	Varies
Quick/flex cuffs	Varies

14. EMPLOYEE COMMENTS: Please give any additional information you believe is important to thoroughly describe your job. Also, are there personal traits or abilities you feel would be helpful for a person to have to do this job?

ADDITIONAL INFORMATION:

The Training Corporal must be able to teach officers the duties as competent Correctional Officer.

To be an effective Instructor it is important to have the ability to adjust your teaching style to the students learning style.

The ability to develop and coordinate 24 hours of training for 142 Correctional Officer annually

Must be physical active.

The ability to multi-task, and have organizational skills

The ability to work with a wide range of staff personal traits, attitudes, and abilities.

The ability to maintain a high degree of awareness.

The ability to maintain self-control in high stress situations.

Strong verbal and written communication skills.

The ability to appropriately handle verbal abuse, avoiding making emotional responses.

Patience.

Decisive decision-making and problem-solving skills, particularly under pressure and without much time.

The ability to make proper deadly force decisions.

Signature: Nicole Brubaker Date: 5/14/13

15. SUPERVISOR COMMENTS: Your signature below indicates that you have reviewed this questionnaire. Please do not erase or change any of the employee's answers. If you want to make revisions, please enter them in the **margins** in the appropriate spaces. Use extra paper if you need to, numbering your comments to match the items in question. These items will be reviewed with you before a final position description is prepared.

How many employees under your supervision perform the same job described above by this employee? 1

Comments of supervisor:

Reviewed by: Capt. J. Melton Title: Captain

COPY

BROWN COUNTY
POSITION DESCRIPTION QUESTIONNAIRE
Housing (Lance) Cpl

1. GENERAL INFORMATION

YOUR NAME Jason Trinkner TITLE: HOUSING CORPORAL

DEPARTMENT: SHERIFF'S OFFICE – JAIL DIVISION (MAIN JAIL AND WORK RELEASE CENTER)

REPORT TO (NAME): WATCH COMMANDER (TITLE): LIEUTENANT

2. PURPOSE: In a few sentences, briefly describe the overall purpose of your position.

The purpose of a Housing Corporal is to uphold the Constitution of the United States, Statutes and the Constitution of Wisconsin, Department of Wisconsin Administrative Code, Brown County ordinances, and the laws of political subdivisions in Brown County.

The primary responsibility of Housing Corporal is the supervision, and monitoring of Correctional Officers to insure that the fundamental principles of Direct Supervision and Inmate Management are adhered to. Housing Corporals are to balance the goals of the facility with the needs of the employees.

Housing Corporals ensure the welfare of inmates by maximizing supervision during their initial hours of confinement and provide inmate management through the use of effective communication between staff and inmate. Housing Corporals provide structure through effective supervision and leadership and the use of fair, just, and objective treatment. Housing Corporals manage and reinforce behavior through the use of effective leadership and personnel management techniques, objective jail classification, providing a safe, clean and secure environment for staff, inmates, volunteers, and the community. Housing Corporals recognize, prevent, and respond to emergencies, protect life and property, aid in crime prevention.

3. SPECIFIC DUTIES

List below the duties you perform. Emphasize those that you consider essential or fundamental to your job (the reasons your job exists). Please carefully describe what the task is, not the procedure used to perform the task. Each job duty should begin with an action verb (e.g., answers customer questions, sorts incoming mail, operates forklift, etc., verifies credit information, etc. - Examples of action verbs attached at end of form). Where applicable, please indicate a standard (answers incoming calls by the third ring, greets visitors in a friendly and helpful manner, checks in daily freight received according to established procedures, etc.).

In the last column provide a general percentage estimate of the time you spend performing each duty. This should total 100% and does not have to be exact – multiples of 5% are fine. Attach additional pages if necessary. All activities are to be included: daily, weekly, monthly, quarterly, annually, or some other appropriate time frame.

JOB DUTY	% Work Time
<p align="center"><u>General Duties</u></p> <ul style="list-style-type: none"> *Reports to the on-duty Watch Commander for assignment. *Ensure staff is knowledgeable in State Law, Department of Corrections Administrative Code relating to jail operations. * Ensure staff is knowledgeable in Policy and Procedures. * Ensure staff is knowledgeable in jail operations. * Ensure staff is knowledgeable in institution administration and record keeping. * Ensure staff is knowledgeable and competent in supervisory techniques of inmates. * Ensure staff is knowledgeable and competent in the methods of inmate supervision. * Ensure staff is knowledgeable and competent of crowd control techniques. * Ensure staff is knowledgeable and competent of human behavior problems. * Ensure staff is knowledgeable and competent of written and oral communication techniques. * Ensure staff is knowledgeable of health and safety activities. * Ensure staff is knowledgeable and competent of (Professional) Interpersonal Communication Skills. *Read policy, procedure, directives, post orders, and memos. *Maintain updated state standards in the Disturbance Resolution Model and the application for the Use of Force. *Make daily check of memos, orders, pass-ons, and reports. *Ensure that all inmates are provided basic constitutional rights. *Ensure that facility security checks are conducted on each shift. *Oversee and manage internal inmate movement. *Wear an approved uniform and duty belt. *Use of portable two-way radio. *Use of facility keys. *Perform pat-down and strip searches. *Knowledgeable in use of the Disturbance Resolution Model and the application for the Use of Force. *Use of restraint devices to include the use of handcuffs, restraint belts, bull straps, ankle shackles, and restraint chair. *Use of protective equipment to include Spit hoods, Oleoresin Capsicum Spray (OC), Hand held Electric Control Device, Taser, Stun shields, Riot shields, and Batons. *Use of personal protective equipment to include masks, gloves, Tyvek suits, shoe covers. *Use of hand held and free-standing metal detectors. *Manages two-way radio batteries to include analyzing and re-conditioning of used batteries. *Use of office equipment to include but not limited to computers, phones, printers, fax, scanner, and copier. 	

- *Use of computer programs to include: OMS, Word, Excel, Power Point, Outlook-email, Cobra-Banker, Securus, Remote View Log, and Internet for CCAP and legal websites information.
- *Use of a camera and/or video camera for the purposes of support documentation.
- *Complete and calculates own hand written bi-weekly time card.
- *Completes weekly supply inventory and recommendations for order.
- *Distributes weekly school sheets.
- *Review and answer request slips.
- *Review, scan, and answer grievance forms.
- *Complete notaries as a Notary Public for inmates or law enforcement agencies.
- *Creates weekly programming sign-up sheets and distribution.
- *Reviews facility camera system to detect inmate violators.
- *Reviews inmate phone system to detect inmate violators.
- *Access inmate phone system to place phone blocks, reset PIN numbers, and update inmate phone restrictions.
- *Completes housing of inmates when Classification is not available or while working at the Work Release Center.
- *Exposure to bio-hazards through incidental contact to include urine, feces, blood, saliva, and other infectious bodily fluids or diseases.
- *Exposure to bio-hazards through inmate assaultive behavior to include urine, feces, blood, saliva, and other infectious bodily fluids or diseases.
- *Develop and assist in implementing inmate behavioral management plans.
- *Maintain physical fitness to be able to respond and assist in stopping inmate disturbances.
- *Supervise Correctional Officers in day to day operations to include Master Control, Security, Juvenile Detention, Indirect Supervision, Direct Supervision, and the Work Release Center Officers.
- *Identify performance issues and counsel Correctional Officers who are having problems in their work and recommend disciplinary action for those found derelict in their duties.
- *Create status reports for officers for the purpose of correcting work performance or positive reinforcement of productive work performance.
- *Become pro-active in developing, monitoring and enforcing employee health and safety practices and rules.
- *Correct unsafe conditions and/or work habits in the area of supervision.
- *Investigate accident reports and document findings.
- *Check all housing areas to ensure proper condition of safety and cleanliness.
- *Review and approve completed reports.
- *Communicate effectively both orally and in writing with Correctional Officers, Watch Commanders, Administration, Classification, Health Services Unit, Chaplain, Other jail staff, and Outside Agencies.
- *Communicates in a courteous, friendly, and professional manner.
- *Completes bi-monthly Self Contained Breathing Apparatus training for Correctional Officers.

- *Completes monthly Self Contained Breathing Apparatus function tests and necessary paperwork.
- *Completes Notice of Disciplinary Hearing and Rights with inmates.
- *Completes Hearings of inmate disciplinary appeals.
- *Completes monthly lock inspections.
- *Organizes and conducts pod shakedowns.
- *Prepares and conducts annually Correctional Officer performance reviews.
- *Mediate conflicts between staff, inmate and staff, inmates and inmates.
- *Explain, clarify, and reinforce policy and other Administrative expectations.
- *Mentor and develop staff to encourage them to accept greater organizational roles.
- *Audit search and round logs.

Emergency/Incidents

- *Knowledgeable in Emergency Management Plans
- *Build and maintain rapport with inmates following general inmate tendencies, attitudes, and patterns while reinforcing positive behavior
- *Use behavior reinforcement techniques fairly and appropriately to promote inmate cooperation and compliance.
- *Diffuse and control violent, assaultive, abnormal and disruptive behavior by utilizing crisis intervention, negotiation, and mediation techniques or physical force alternatives to prevent and end disturbances, assaults, property damage and escape attempts.
- *Physically restrain inmates when dealing with physical confrontation.
- *Respond to emergency situations, such as medical, fire, security, or situations that may threaten the safety and security of the institution according to facility procedures and training.
- *Treat inmate medical emergencies according to level of training and CPR and call Emergency Medical Services when needed.
- *Provide assistance in emergency situations for the protection of public, staff, and inmates in the event of an emergency situation such as aggressive behavior, fights, riots, escape attempts, and hostage situations
- *Use observation, interpersonal communication and listening skills to determine potential inmate problems such as suicide risk, intoxication, drug usage, assaultive behavior, and mental health issues.
- *Explain and enforce institutional rules with inmates, providing proper documentation and justification.
- *Communicate information regarding safety, security, and operations through the chain of command.
- *Triage medical facility emergencies. NOTE: Some weekend hours and most night shift hours require the Housing Corporal to triage all medical emergencies.
- *Knowledge in the use of an AED and CPR techniques and application.
- *Use of first aid equipment and first aid techniques to include blood pressure cuff, pulse/oxygen sensor, thermometer, blood sugar tests.
- *Dispense medication at the direction of on-call medical staff during off

hours.

- *Completes reports (facility, disciplinary, medical, use of force reports), statements, and notebook entries.
- *Completes an SBAR Medical Treatment Notification form for on call HSU staff.
- *Determines appropriate housing for disciplinary matters, and mental or medical needs.
- *Knowledge of basic fire detection and suppression.
- *Access maintenance areas to shut off main water valves to stop water flow from the fire suppression system. This occurs when an intentional or accidental fire sprinkler head is pulled.
- *Participate in active CERT calls.
- *Debrief staff and inmates post incident.
- *Assist with moving disciplinary inmates to a disciplinary cell.
- *Assist with the placement and/or removal of inmates into the restraint chair.
- *Assist with the temporary removal of inmate from the restraint chair for the purposes of an extremity stretch or use of the bathroom.
- *Assist with the providing food and/or water for an inmate in the restraint chair.
- *Assist Intake with new inmates who are uncooperative, intoxicated, and/or under the influence of drugs, or suicidal.
- *Assist in collecting and preserving evidence.

Other Duties

- *Organize and conduct shift meetings as needed.
- *Interviews inmates for possible violations or internal investigations.
- *Assists in preserving and/or collection of evidence.
- *Collects inmate statements for related incidents.
- *Testify in related court cases.
- *Assist in the Field Training of new Officers.
- *Provide relief for a Housing Corporal at the Main Jail or Work Release Center if a vacancy occurs.
- *Knowledgeable in both Main Jail and Work Release Center tasks, activities, and facility operations.
- *Assigned the position of a Correctional Officer if a vacancy occurs and there are two Housing Corporals present during the shift.
- *Ability to complete all tasks and duties of a Correctional Officer.
- *Completes any other assignment or task given by the Watch Commander or Administration.
- *Assist in the implementation of procedural changes, etc., usually directed by Administration and passed on to subordinates.
- *Promote a work place free of discrimination and harassment. Report and take action immediately, including notification of supervisor, for suspected violations.
- *Maintain a safe, secure, and clean environment for staff and inmates in all housing areas.
- *Assist in the distribution of bulk canteen to housing units.
- *Assist in the collection and disposal of used Inmate razors.

- *Assist with the relief of Officers for breaks.
- *Assist in the preparation of prison sentenced inmates to include a search of property and ensuring necessary release paperwork is completed.
- *Reset pod lights via electrical panel to include manual activation/deactivation if problems occur within the housing unit control computer.
- *Organize, document, and maintain the law library use for inmates.
- *Issuance of Federal Law Books to Federal Safekeeper inmates.
- *Coordinate/escort inmates to a group holding cell for court transport.
- *Escort inmates to Change out/Release if needed.
- *Escort returning court inmates to housing units if needed.
- *Give tours as needed.
- *Review policies and procedures, recommending revisions as appropriate.
- *Creates and reviews Administrative Confinement for disciplinary inmates.
- *Creates and reviews punitive segregation reduction for punitive inmates on good behavior.
- *Communication with inmates regarding a death in their family. Also refers to the Psych Nurse and/or Chaplain for follow up services.
- *Maintain knowledge of the appearance of prescription and illicit drugs and the effects of those drugs on individuals.
- *Maintain knowledge of gang identifiers to include tattoos, colors, graffiti, drawings, and signs. Monitor gang activity within the institution to prevent issues between inmates and to keep outside law enforcement agencies apprised of illegal activity and affiliation.
- *Document inmate behavior for the institution, probation and parole officers, court officials, and state department of corrections.

Work Release Center

- *Maintains an accurate count of new and released inmates from the facility.
- *Completes a daily/shift assignment of Correctional Officers.
- *Completes housing assignments.
- *Documents Huber inmates currently on AODA treatment.
- *Ensures accurate completion of Huber Employment Cards.
- *Supervises U/A collection of Drug Court individuals.
- *Supervises U/A collection of Federal Inmate DNA and sends via Fed Ex to Federal Agents.
- *Verifies employment of Huber inmates.
- *Monitors camera system.
- *Operates facility door control and elevators.
- *Select and approve inmates for the inmate worker program and for Huber work crews. This includes the verification of Huber privileges and charge information for selected Huber inmates.
- *Organizes inmate volunteers for outside agencies.
- *Logs inmate volunteer hours for outside agencies.

<ul style="list-style-type: none"> *Maintains an inmate location log for Huber inmates who transfer locations. *Organizes and assigns areas for inmate workers to paint or buff and wax the floors. *Creates Health Transfer Summaries for inmate WRITs when HSU is not available. *Reviews inmate medical appointment requests. Completes initial approval or denial. *Collection of UA samples from EMP inmates as directed. *Collection of DNA samples from recently convicted inmates. *Collection of DNA samples for Child Support Agencies. *Collects and faxes WRC meal counts to Aramark Kitchen Supervisors. *Assignment of court holding inmates based on classification levels. *Maintain and account for all WRC keys assigned to officers/staff. *Collection of Huber inmate laundry machine money. *Restock of Huber inmate laundry product dispenser. *Access to WRC fire panel during non-maintenance hours. *Fields outside complaints of Huber inmates. *Triage all WRC inmate medical request slips. *Receive and release GBCI WRIT's directly at the WRC to include a complete booking of these inmates. *Temporarily revoke Huber inmates based on AODA compliance. *Assist with setting up programming with NWTC, GED, and Chaplain services. *Arranges court related telephone conferences with inmates. 	
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

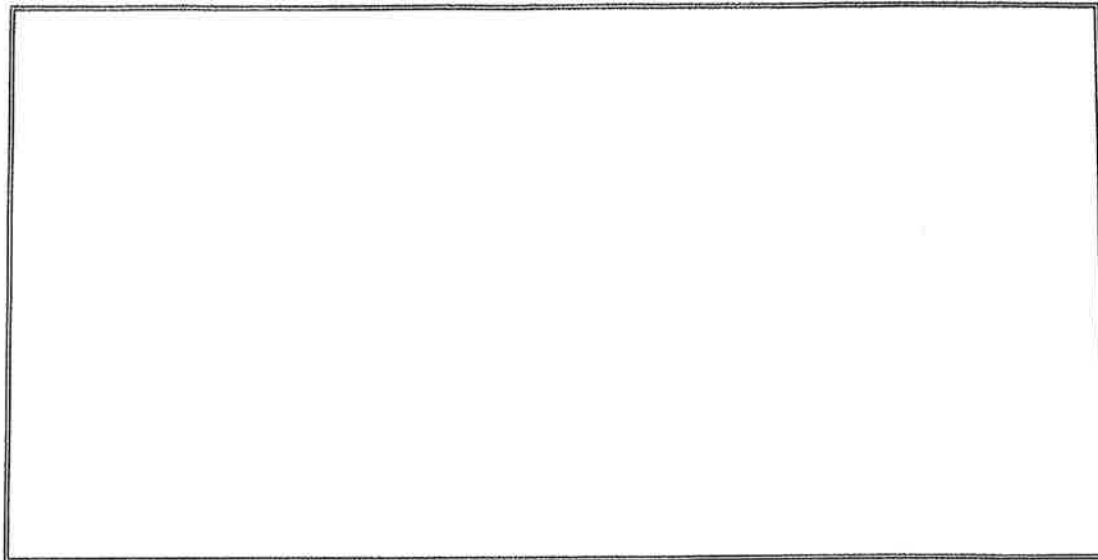
4. OTHER DUTIES AND RESPONSIBILITIES	% Work Time
<p>Include any additional duties that are not essential to your job including serving on committees, community involvement activities, occasional work in other areas, etc.</p> <p>*Other duties as assigned by the Watch Commander or Administration.</p>	Varies

5. SUPERVISORY RESPONSIBILITY: Write the names and job titles of all employees who report directly to you. Also, indicate the number of employees who in turn report to them. Write "none" if this is not applicable.

EMPLOYEE NAME	JOB TITLE	# EE's
Main Jail Housing units/JDC	Correctional Officer	Normally up to 14 per shift daily, 29 signed positions amongst the rotations, Float positions not included. Officers also supervise up to 64 inmates in a pod with full capacity.
WRC	Correctional Officer	Up to 7 per shift daily, 10 signed positions, Float positions not included. Officers also supervise up to 76 inmates when assigned to monitor 4 th and 5 th floors at maximum capacity.

Check below those supervisory responsibilities that are a part of your job:

<input checked="" type="checkbox"/> Instruct/train	<input checked="" type="checkbox"/> Assign work
<input checked="" type="checkbox"/> Review work	<input checked="" type="checkbox"/> Plan work of others
<input checked="" type="checkbox"/> Maintain standards	<input checked="" type="checkbox"/> Coordinate activities
<input checked="" type="checkbox"/> Schedule/allocate personnel	<input checked="" type="checkbox"/> Act on employee problems
<input type="checkbox"/> Select new employees	<input checked="" type="checkbox"/> Schedule work of others
<input type="checkbox"/> Transfer/promote	(Recommend? <input type="checkbox"/> Approve? <input type="checkbox"/>)
<input checked="" type="checkbox"/> Performance appraisal	(Recommend? <input type="checkbox"/> Conduct? <input checked="" type="checkbox"/> Approve? <input type="checkbox"/>)
<input checked="" type="checkbox"/> Discipline	(Recommend? <input checked="" type="checkbox"/> Conduct? <input checked="" type="checkbox"/> Approve? <input checked="" type="checkbox"/>)
<input checked="" type="checkbox"/> Discharge	(Recommend? <input checked="" type="checkbox"/> Conduct? <input type="checkbox"/> Approve? <input type="checkbox"/>)
<input type="checkbox"/> Salary increases	(Recommend? <input type="checkbox"/> Conduct? <input type="checkbox"/> Approve? <input type="checkbox"/>)



6. WORK RELATIONSHIPS: For any of the contacts listed below that you have regarding company business that are listed below, indicate the frequency (e.g. daily, weekly, monthly, etc.) and nature or purpose (e.g. obtain/provide information, negotiate contracts, etc.) of the contact.

CONTACT	PURPOSE OF CONTACT	FREQUENCY
Employees in same department/function		
Officers	Supervise. Obtain/provide information, training, developing inmate management strategies, assist in duties. Evaluate and counsel on job knowledge, attitude, and performance. Explain and enforce facility expectations/policy and procedure	Daily
Corporals	Obtain/provide information and training. Develop inmate management strategies. Provide feedback from line staff concerning operations and policy and procedures.	Daily
Supervisors(Lt., Administration)	Obtain/provide information, training, develop inmate management strategies, performance evaluations. Assist in duties, discipline, employee development, and counseling. Provide feedback from line staff concerning operations and policy and procedures.	Daily
Transport Staff	Turnover and receipt of inmates	5 days per week
Court Sergeant	Ensure inmate court appearances, notify of availability for transport, gain court information for inmates	5 days per week
Employees in other departments/functions (list other departments & individual titles)		
Food Service	Notification of special diet, address inmate complaints & inmate worker issues	Daily

Laundry Service	Provide inmates with laundry, address laundry complaints & inmate worker issues	5 days per week
Medical Staff/CHC	Address inmate medical needs, complaints, emergency medical situations, sick call, address psychiatric needs of inmates. Discuss policy conflicts and updates.	Daily
Maintenance Staff	File and follow up with work orders	7 days per week
Chaplain	Address inmate requests and complaints, discuss religious and general counseling needs of inmates, request information on state required practices	Daily
Teaching Staff	Address inmate educational needs, scheduling of programming	5 Days per week
Information Services	Address computer related issues	Varies
SWAT	Co-ordinated training, inmate control	Varies
K-9	Co-ordinate searches of inmate areas for contraband, coordinated training	Varies
Investigative Division	Co-ordinate inmate meetings, disseminate pertinent information, provide statement on incidents	Varies
DTF	Co-ordinate inmate meetings, disseminate pertinent information, notify of inmate requests, training	Varies
Dispatch	Provide notarial services	Varies
Electronic Monitoring Program	Provide information of eligible Huber inmates, work schedules, notify of inmate requests, disseminate pertinent information, and complete major conduct reports and notices.	Varies
District Attorney	Provide information on inmates to include statements of incidents.	Varies

Clerk of Courts	Verifies information to include Judgment of Conviction information.	Varies
Child Support	Verifies information with this department to include arrangement of DNA testing.	Varies
Human Services	Verifies information with this department to include arranging inmate appointments	Varies
Juvenile Social Services	Verifies information with this department to include inmate behavior.	Varies
Federal Probation and Parole	Verifies information with this department to include arranging inmate appointments, DNA testing, and U/A collection.	Varies
Brown County Courthouse	Provides testimony for incidents related to inmate incarceration.	Varies
Customers		
Inmates	<p>Address inmate requests, complaints, medical & psychiatric needs, set and reinforce expectations, ensure compliance with rules, policies and procedures, observe inmate behavior.</p> <p>Identify and address potential inmate issues, provide inmate with information concerning court, medical services, account information, programming, & religious services, address inmate conflicts.</p> <p>Complete intake and release of inmates, crisis intervention.</p> <p>Use of force situations such as, cell extractions, self-defense, intervening on physical altercations, suicide prevention, searches, disciplinary proceedings, grievances. Escort of inmates to proper destinations.</p>	Daily
Various Brown County and City of Green Bay Departments and Volunteer Organizations	Arrange Huber inmate work crews, assign and assist in scheduling crews.	

Suppliers/Vendors		
Konop Contractors Telephone services	Escort or contact for work orders	Daily
General Public		
Visitors	Direct to designated area, confirm identity, accept deposits for inmate accounts, and inmate property, coordinate the release of inmate property, address complaints, provide general information	Daily
Volunteers	Confirm identity, provide necessary escort, direct to destination, address inmate issues and program concerns	Daily
Tours	Confirm identity; provide necessary escort and information concerning the facility and operations.	Varied
Witnesses	Confirm identity, provide necessary escort to proper destination	Varied
Civilians	Provide general information, address complaints and concerns, receipt of death in the family notices for inmates or mental status of inmates.	Daily
Released inmates	Confirm identity, release property, issue bus tokens, and provide general information.	Daily
Interns	Confirm identity, escort, and provide general and more job specific information. Ensure safe interaction between intern and inmates.	Varies
Community/Trade/Professional		
Attorneys	Confirm identity, provide necessary escort to	Daily

	destination, address inmate concerns, provide general information, schedule hearing rooms and phone conferences, accept discovery materials	
Probation Officers	Confirm identity, provide necessary escort to destination, discuss inmate behavior, provide general information	Daily
Law Enforcement Agencies	Intake and release of inmates, schedule hearing rooms, forward inmate requests and complaints, provide general information.	Daily
Mental health professionals	Confirm identity, schedule hearing rooms, escort to destination, discuss inmate management practices	Varied
Crisis Center Counselors	Provide information on suicidal and/or distressed inmates, discuss inmate safety measures.	Varied
Family Services/Child Support	Co-ordinate paternity testing	Varied
Social Workers	Discuss juvenile issues and behavior.	Daily
Lock and Load Transportation Service	Co-ordinate transportation of inmates	5 days per week
UPS/Fed Ex	Receive deliveries	Varied
Outside medical service	Co-ordinate inmate medical care and services	Varied
EMS	Advise of inmate medical situations and complaints	Varied
County Legal Representation	Provide affidavits and depositions	Varied

Federal/State Gov't/Regulatory		
County Board	Provide Information during tours	Varies
Department of Corrections	Assist in investigations in event of jail incidents, facilitate jail inspection	Varies
Federal Marshalls	Co-ordinate the intake, release, and transport of inmates, address inmate complaints and concerns	Varies
Court officials	Testify during trial, provide depositions, and affidavits. Assist in accommodating in-facility court proceedings	Varies
ICE	Identification and verification of inmates.	Varies
Other (specify):		
Other county jails and State correctional facilities	Assist in grievance and discipline proceedings, discuss inmate behavior histories.	Varies

7. EDUCATION

Length of time you have occupied this position: Years 13 Months 1

Length of time you have been with the company: Years _____ Months _____

How much formal education do you think is **necessary** to do your job (*check one*):

- | | |
|----------------------------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> Less Than High School | <input type="checkbox"/> Associate Degree (2 Years) |
| <input type="checkbox"/> High School | Major: _____ |
| <input type="checkbox"/> High School +1 Yr Other Schooling | <input type="checkbox"/> College Degree (4 Years) |
| Type of Coursework: _____ | Major: _____ |
| <input type="checkbox"/> High School, +2-3 Yrs Other Schooling | <input type="checkbox"/> College Degree Plus Other Schooling |
| Type of Coursework: _____ | Type of Coursework: _____ |

Please indicate the education **you had** before you began work in your current job:

Please indicate your **current** education level:

List licenses/certifications required for your job and/or other additional specialized courses, subjects, or training that are necessary but not available through high school or college:

8. EXPERIENCE

How much similar or related work experience do you think is **necessary** for a person starting this job (*check one*):

- | | |
|-------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> 1 month or less | <input checked="" type="checkbox"/> Over 3 years, up to 5 years |
| <input type="checkbox"/> Over 1 month, up to 6 months | <input type="checkbox"/> Over 5 years |
| <input type="checkbox"/> Over 6 months, up to 1 year | <input type="checkbox"/> Other (specify): _____ |
| <input type="checkbox"/> Over 1 year, up to 3 years | |

Years or relevant experience **you had** prior to working in your current job: 5 years

Total years of experience to date: 15 years

How long do you think it should take an employee with the necessary education and experience (as shown above) to become familiar with details to do this job reasonably well (check one)?

☐ Two weeks or less ☐ Six months ☐ Two years
☐ Three months ☒ One year ☐ Other (Specify): _____

How long did it take **you** to feel comfortable with the job you are now performing?

9. MENTAL EFFORT

✓ CHECK	ACTIVITY	HOURS/ DAY	FOR WHAT PURPOSE?
REASONING: Indicate the level of mental reasoning necessary to perform your job (check all that apply)			
x	Follow one- or two-step instructions; routine, repetitive task	Variable	Reviewing reports, searching inmates, keying doors, simple orders from supervisors.
x	Carry out detailed but uncomplicated written or verbal instructions	Variable	Following policies, memorandums, correspondence and simple orders from supervisors.
x	Follow written, verbal, or diagrammatic instructions	Variable	Following policies, memorandum, orders and correspondence from supervisors and Administration.
x	Solve practical problems; variety of variables with limited standardization; interpret instructions; conduct general information research	Variable	Managing complaints from inmates and the general public. Responding to case law requests. Handling low stress interactions with inmates. Investigating and addressing complaints on and from staff. Responding to inmate grievances.
x	Logical or scientific thinking to solve problems; several abstract and concrete variables; conduct and interpret statistical or technical research	Variable	Managing facility emergencies. Providing policy recommendations. Developing and implementing inmate behavioral management plans. Analyzing operations, identifying issues/potential issues, gathering information and resources, developing an action plan, implement and monitor the plan, re-assess and adjust as appropriate.
x	Address wide range or intellectual and practical problems; interpret nonverbal symbolism; comprehend most complex concepts	Variable	<p>This also needs to include non-practical problems, particularly due to mentally ill inmates.</p> <p>All direct inmate interactions include interpreting nonverbal cues, gauging if the behavior is normal for that inmate, assessing the emotional and mental state of all inmates, and determining an appropriate response, in addition to contingency plans for when the unexpected happens.</p> <p>Facility emergencies encompass a broad spectrum of situations that</p>

			<p>frequently include personal safety concerns. We are often required to determine appropriate responses in a fraction of a second and then act. We must keep in mind our personal safety, the safety of other staff, the safety of other inmates, and control and safety of the inmate(s) we are dealing with. We also must keep in mind the State and legal standards in determining an appropriate response. Our decisions focus heavily on liability management.</p> <p>Managing inmates, taking into consideration factors such as mental illness, physical and mental disabilities, varied social background, drug and alcohol impairment or withdrawals. Managing incidents by collecting and interpreting this information and determining if incidents were caused for behavioral, medical, or mental health issues, and then determining a course of response that most appropriately addresses the incident and underlying causation.</p>
MATHEMATICAL: Indicate the level of mathematical skills necessary to perform your job (check <i>all</i> that apply):			
X	Addition	Variable	Inmate counts, inmate worker hours calculations, Time card/pay calculation
X	Subtraction	Variable	Inmate counts, inmate worker hours calculations
X	Multiplication	Variable	Time card/pay calculation
	Division		
	Algebra		
X	Arithmetic calculations involving fractions, decimals, and percentages		Time card/pay calculation

✓ CHECK	ACTIVITY	HOURS/ DAY	FOR WHAT PURPOSE?
	Arithmetic, algebraic, and geometric calculations		
	Advanced mathematics/statistics e.g. calculus, factor analysis and probability determination		
LANGUAGE: Indicate the level of language skills necessary to perform your job (<i>check all that apply</i>):			
X	Follow verbal instructions		Instructions/recommendations/orders from supervisors, trainers, medical and mental health staff.
X	Transcribe from dictation		Taking statements from complainants, writing requests and grievances for illiterate inmates or inmates under special restrictions.
X	Exchange basic informational data (to complete transactions, fill out forms/ checklists, make appointments, etc.)		Perform shift pass-on information, notifying supervisors of operational information; discuss treatment concerns with medical and mental health staff.
X	Interview to gather information (basic screening interviews)		Interviewing witnesses and complainants. Speaking with other staff concerning pass-on information, ongoing incidents and previous incident responses.
X	Advise others on alternatives/options (determine needs, what to communicate)		Discussing operational concerns with other corporals, making recommendations to supervisors and recommendations/orders to staff. Assisting inmates in problem solving, encouraging positive inmate behavior, discipline of inmates, handling grievances, general supervision of inmates. Assisting visitors and program volunteers with the visiting and property procedures. Work with classification officers on housing of inmates. Explaining the court process. Addressing concerns from inmates, the general public, and other agencies.
X	Coach and counsel (identify problems/concerns, develop solutions)		As needed and annual performance evaluations with staff. Identify and address attitude and training issues. Discuss and encourage officers to apply for promotions, additional assignments, instructor or field training positions.
X	Speak in front of groups/public speaking/make presentations		Provide facility tours, addressing inmate population.
x	Explain technical data/information		Instruct officers on the use of the Securus phone management system, providing them the skills to investigate inmate phone complaints.

X	Read and follow written directions		Policy and procedure, memorandum, correspondence with supervisors and Administration.
X	Complete simple checklists		Safety cell/restraint chair flow sheet, property inventory sheet.
X	Fill out forms		Facility reports, Disciplinary report, Health Transport Summary, maintenance requests, medication verification form, use of force supplementary report, inmate worker list, lock-up list.
X	Copy data from one record to another		Scanning paperwork and importing it into the Offender Management System
X	Compose routine business correspondence (confirmations, requests, etc.)		Compose conduct reports and correspondence with co-workers, supervisors, and Administration. Responding to inmate requests and grievances, completing facility reports and statements.
X	Compose business reports		Compose status reports for employee performance reinforcement.
X	Compose complex business correspondence (requiring research, explanation, etc.)		Compose inmate behavioral management or security plans based on current and past documented behavioral and disciplinary history. Compose facility, conduct, use of force reports, and incident reports and statements. Composing inmate grievance responses.
X	Proofread written communication for spelling, grammar, syntax errors		Reviewing personally generated reports, logs, and correspondence. Reviewing officer-generated statements, logs, and reports.
	Creative writing used in promotion or selling activities		
X	Read and understand technical data/information		Review of court documents, statutes, legal and medical documents.
	Take minutes for meetings		
X	Other (specify:)		Drafting statements and reports for criminal and civil actions.

10. JOB LOCATION: Where are the major activities of your job carried out? (check all that apply)

<input checked="" type="checkbox"/> CHECK	LOCATION	AVERAGE HOURS/DAY
X	Indoors	8.17
	Outdoors	
X	At a desk/bench	2
	At a machine	
	In a car	
	Out of town	
	Other (specify)	

Your regular hours of work: 8.17 hours

How do you get to your work area:

By stairs? x By elevator? x What floor is it on? 1-4

Indicate the overnight, out-of-town travel required by the job:

___ Avg number of days/month ___ Avg number of trips/year

___ Avg number of days/trip

Reason for travel:

11. WORKING CONDITIONS: Indicate any job conditions that you are exposed to and the frequency of this exposure (daily, constantly, once a month, etc.). For each condition or environmental factor, indicate the nature or reason for the exposure. Write "not applicable" if your job does not require exposure to the factors indicated.

WORKING CONDITION/ ENVIRONMENTAL FACTOR	NATURE OF OR REASON FOR EXPOSURE	FREQUENCY
Dirt	Lack of hygiene by inmates. Bodily substance contact on surfaces, propelled, and expelled, to include, saliva, feces, urine, blood, seminal/vaginal fluids. Lack of cleaning staff	Daily Varies Varies
Noise	Up to 64 inmates in a single housing unit, radio traffic, alarms, intercoms, a large volume of visitors and children, disruptive inmates yelling and kicking/hitting windows, tables and doors.	Daily
Temperature Extremes	Throughout the facility, housing units and cells ranging from very warm to cool. Sally port No air conditioning in hallways at WRC	Year round Seasonably effected Summer months
Dampness	Inmate flooding, sprinkler heads pulled by inmates, soaked inmates, sewer back-ups	Varies

	in dayrooms.	
Vibrations		
Equipment Movement Hazard	Stiff-to-open doors, restraint chair, humane restraint, meal and laundry carts.	Daily
Chemicals/Solvents	Cleaning solutions in housing units, Oleoresin Capsicum	Daily Varies
Electrical Shock	Taser, Electronic stun device	Varies
Significant Work Pace/Pressure	Unpredictable inmate behavior. Revised operational deadlines, emergency disturbance response, impatient visitors and professionals, CERT activations.	Daily
Other (specify):	Frequent inmate threats to sue, assault, rape, or kill you and your family.	Varies
Stress (Studies show a 23-31% PTSD rate among correctional officers, and that they have a life expectancy of age 59, and have a suicide rate 39% higher than other occupations.)	Inmates or inmate family members gaining and sharing officer personal information, such as addresses and family status, or following you home from work.	Varies
	Maintaining a heightened sense of alertness, remaining on guard against assault.	Daily
	Managing and addressing issues, often irrational issues, caused by inmates with severe mental illness.	Daily
	Inmate harassment, primarily through the use of the grievance procedure.	Varies, but often Daily
	Inmate lawsuits	Varies
	High liability scrutiny in both the State and Federal jurisdictions. Personal and professional behavior is subject to negative public attention, more so than other, non-governmental jobs.	Daily
	Public scrutiny, pay published by newspapers.	Annually
Communicable disease/parasites	Close physical contact with persons with highly contagious diseases and communicable parasites, such as lice, MRSA, Tuberculosis, Hepatitis strains, and Clostridium Difficile.	Daily
Assault/weapon risk	Escape attempts, inmates sentenced to life and have nothing to lose, inmates with mental illness/paranoia.	The risk is daily, frequency of events varies.

12. PHYSICAL REQUIREMENTS

Check all the following that apply to the major activities of your job:

✓ CHECK	ACTIVITY	HOURS/ DAY	FOR WHAT PURPOSE?
X	Sitting	Varies, particularly by work assignment.	Data entry, phone use, operation of radio and Intercom equipment, inmate observation, monitoring cameras, duty station.
X	Standing While standing, must you support any weight (e.g., a heavy tool?) If so, what is it you support, how much does it weigh, and for how long do you support it?	Varies, particularly by work assignment.	Inmate observation, searching inmates, serving meals, handling property bags, observe visitors during the security screening, supporting inmate body weight (weight varies in extremes).
X	Walking: How far?	Varies, particularly by work assignment.	Inmate observation, inmate escort, security checks, deliver inmate newspapers and mail, providing visitors with visiting badges
X	Stooping	Varies, particularly by work assignment and by incidents.	Searches, stabilization of inmates, controlling combative inmates, handling property bags, removing clothing from inmates.
X	Climbing: How high? ____ Ladder? ____ Incline? ____ Stairs? <u>x</u> (#: ____)	Varies, particularly by work assignment and by incidents.	Security checks, reporting to work station, responding to back-up calls, conducting facility rounds.
X	Kneeling	Varies, particularly by work assignment.	Searches, inmate stabilization, handling inmate property bags. Removing clothing from inmates.
X	Bending at waist	Varies, particularly by work assignment and by incidents.	Searches, applying restraints to inmates, inmate stabilization, controlling combative inmates, removing clothing from inmates, handling inmate property.
X	Turning/twisting	Varies, particularly by work assignment and by incidents.	Searches, inmate stabilization, controlling combative inmates, handling inmate property.
X	Lifting: How much weight? <u>varies</u> lb. How often? <u>varies</u> How high? ____ Waist high <u>x</u> Shoulder high ____ Above head <u>x</u>	Varies, particularly by work assignment, inmate size, and by incidents.	Property bags, inmate property bins, meal trays, commissary boxes, cases of paper products/supplies for housing unit, controlling combative inmates, supporting or lifting dead weight such as a hanging body or uncooperative inmate.
X	Carrying: How much weight? <u>varies</u> lb. How often? <u>varies</u> Alone? <u>varies</u>	Varies, particularly by work assignment, inmate size,	Packages, inmate property bins, property bags, trays, inmate commissary boxes, stabilization of inmates,

	With another person(s)? <u>varies</u> How many people? <u>varies</u>	and by incidents.	controlling combative inmates, supporting or lifting dead weight such as a hanging body or uncooperative inmate.
X	Pushing: How much weight: <u>varies</u> lb. How often? <u>varies</u>	Varies, particularly by work assignment, inmate size, and by incidents.	Laundry/Food carts, carts for canteen, controlling combative inmates
X	Pulling: How much weight: <u>varies</u> lb.	Varies, particularly by work assignment, inmate size, and by incidents.	Laundry/Food carts, carts for canteen, controlling combative inmates
X	Using keyboard	Varies by work assignment.	Documentation, conducting research, data entry.
X	Using telephone	Varies by work assignment.	Communication
X	Use tools Generally describe the tools used:	Varies, particularly by work assignment, inmate size, and by incidents.	Inmate stabilization and restraint, inmate control, inmate and staff safety, personal biohazard protections, communication, documentation, and dissemination of information, remove electronic monitoring equipment from inmates, inmate jewelry and clothing.
X	Using fingers (instead of hand or arm)	Varies by work assignment.	Handwritten documentation, Comtec computer usage, intercom usage, keyboard use, radio use.
X	Grasping: loose grasp <u>x</u> tight grasp <u>x</u>	Varies, particularly by work assignment, inmate size, and by incidents.	Door handles, keys, bull straps, restraints, pat searches, controlling and escorting inmates, use of mouse.
X	Repetitive motions What type?	Varies by work assignment.	Unlocking doors/locks, Keyboard/mouse.
x	Hearing: Ability to receive detailed information through verbal communication.	8 hours and 10 minutes / day.	Taking phone calls, taking inmate statements, observing radio traffic, alarms, listening to inmate activity, communications with inmates, co-workers, supervisors, the public, and professionals.

Indicate the visual requirements necessary to perform your job (<i>check all that apply</i>):			
X	Far vision: See things clearly 20 feet away or more	8 hours and 10 minutes / day.	Inmate observation for threats of harm on self and other inmates, personal safety, observing the parking lot. Monitor inmates in hallways and work areas. Checking for property damage.
X	Near vision: See things clearly 20 inches away or less	8 hours and 10 minutes / day.	Data entry, computer use, documentation, searches, observe video monitors, inmate observation for threats of harm on self and other inmates, personal safety. Checking for property damage.
X	Mid-range: See things clearly at distances of more than 20 inches and less than 20 feet	8 hours and 10 minutes / day.	Inmate observation for threats of harm on self and other inmates, personal safety, data entry, computer use, documentation, searches, monitoring the visiting lobby. Monitoring inmates in hallways, program rooms, and work areas. Checking for property damage.
X	Depth perception: Ability to judge distance and space relationships, so as to see objects where and as they actually are	8 hours and 10 minutes / day.	Inmate observation for threats of harm on self and other inmates, weapon use such as the Taser, OC, pepper ball launcher. Avoiding accidentally hitting visitors with the sliding drawer. Searches.
X	Color vision: Ability to identify and distinguish colors	Varies	Inmate observation, checking wristbands, inventorying property.
X	Field of vision: Ability to observe an area up or down or to the right or left while eyes are fixed on a given point	8 hours and 10 minutes / day.	Inmate observation for threats of harm on self and other inmates, personal safety, monitoring the visiting lobby while conducting other duties.

13. EQUIPMENT USED:

List the equipment, machines, tools, electronic devices, and computer hardware/software that you are required to use in performing your job. Indicate the frequency of their use. For computers, indicate what they are used for (i.e., word processing, A/R, inventory, list management, etc.)

EQUIPMENT, MACHINE, TOOL, ELECTRONIC DEVICE, COMPUTER HARDWARE, & SOFTWARE	FREQUENCY
----------------------------------------------------------------------------	-----------

Oleoresin Capsicum	Varies, weekly
Taser	Varies, weekly to monthly
RIPP restraints	Daily
Shackles	Daily
Handcuffs and key	Daily
Bull straps	Daily
Restraint Chair	Varies
Spit hoods	Varies
Stun Shields	Varies
Batons	Varies
Riot body armor and helmet	Varies
Bullhorn	Varies
Humane restraints	Varies
Sawdust	Varies
Gas masks	Varies
Stretcher/Backboard	Varies
Wheelchair	Varies
HEPA Mask	Varies
Gas Mask	Varies
Gloves	Daily
Safety goggles	Varies
Eyewash stations	Varies
Tyvek suits	Varies
Bio Hazard equipment	Varies
First Aid kits and emergency bag	Varies
Self-Contained breathing apparatus	Varies
Fire Extinguishers	Varies
Keys	Daily
Hand held metal detector	Varies
Free standing metal detector	Daily
Hand held two-way radios	Daily
Battery Chargers	Daily
Master control/console Comtec computer	

Radio control computer – Milestone	Daily
HVAC computer	Daily
Fire Suppression System panel	Varies
Generator Panel	Varies
Video Camera	Varies
Statute Books	Varies
Camera monitors	Varies
VCR/DVD Player	Daily
Chemical dispensing system	Varies
Telephones	Daily
Stenophones	Daily
Intercoms	Daily
TDD	Varies
General Office supplies	Daily
Computer – data entry, research, inventory, training, information sharing, communication.	Daily
Copier/Fax/Scanners/Paper shredder/Printers	Daily
Computer systems, Word, Excel, PowerPoint, Outlook, Internet Explorer, Adobe Reader, Windows	Daily
Securus –Inmate phone system	Daily
Cobra Banker – Inmate accounting system	Daily
OMS – Inmate management system	Daily
Handcarts	Varies
Safety knife/Scissors	Varies
AED	Varies
Body piercing removal tools	Varies
Panic/duress alarms	Daily
PA system	Varies
Squeegees	Varies
Identix computer/Picture link	Daily
Label writer	Daily
PBT	Daily
Sloan valve reset	Weekly
Standpipe controls/purge valves	Varies

Pulse/ox	Varies
Blood pressure Cuff	Varies
Riot shields	Varies
Quick/flex cuffs	Varies
Quick/flex cuff cutter	Varies
Pepper ball launcher	No current policy
Microlite and PLC panels	Varies
Viewlog500	Varies

14. EMPLOYEE COMMENTS: Please give any additional information you believe is important to thoroughly describe your job. Also, are there personal traits or abilities you feel would be helpful for a person to have to do this job?

Additional information

Actions even while off duty are accountable to the department.

You must get department approval if you get a second job.

Short-notice overtime.

You frequently work holidays and weekends.

You are the target of political agendas.

Your actions are held to a different standard and are under public scrutiny.

Military grooming standards.

Instead of being viewed as a profession or career, applicants see corrections as a stepping stone to a job as a police officer or deputy.

Very limited advancement opportunities.

Personal traits and abilities

The ability to multi-task.

The ability to work with a wide range of staff personal traits, attitudes, and abilities.

The ability to maintain a high degree of awareness.

The ability to maintain self-control in high stress situations such as not retaliating when the subject of threat or over-reacting to an assault.

Strong verbal and written communication skills.

Knowledge of basic case law

The ability to appropriately handle verbal abuse, avoiding making emotional responses.

Patience.

Decisive decision-making and problem-solving skills, particularly under pressure and without much time.

The ability to make proper deadly force decisions.

The ability to work with little supervision.

Signature: 

Date: 5-13-13

15. SUPERVISOR COMMENTS: Your signature below indicates that you have reviewed this questionnaire. Please do not erase or change any of the employee's answers. If you want to make revisions, please enter them in the **margins** in the appropriate spaces. Use extra paper if you need to, numbering your comments to match the items in question. These items will be reviewed with you before a final position description is prepared.

How many employees under your supervision perform the same job described above by this employee? _____

Comments of supervisor:

Reviewed by: Michael Del Title: lt

COPY

BROWN COUNTY
POSITION DESCRIPTION QUESTIONNAIRE
Intake Corporal

1. GENERAL INFORMATION

YOUR NAME Kristy Jolly TITLE: INTAKE CORPORAL

DEPARTMENT: BROWN COUNTY SHERIFF'S OFFICE - JAIL DIVISION

REPORT TO (NAME): WATCH COMMANDER / CAPTAIN (TITLE):

2. PURPOSE: In a few sentences, briefly describe the overall purpose of your position.

The responsibilities of the Intake Corporal are to oversee all the operations of the Intake and Visitation sections of the Brown County Jail. Oversees the supervision of officers that work in the Intake and Visitation sections. Approves the admission and release of every inmate that comes / leaves the jail in accordance with county codes, city ordinances, and applicable state and federal laws. Reviews and signs off on all legal work for every inmate at the jail. They must keep special certifications in the use of Portal, Taser, Corrections, POSC, CPR / First Aid, and be a notary for the Jail Division.

3. SPECIFIC DUTIES

List below the duties you perform. Emphasize those that you consider essential or fundamental to your job (the reasons your job exists). Please carefully describe what the task is, not the procedure used to perform the task. Each job duty should begin with an action verb (e.g., answers customer questions, sorts incoming mail, operates forklift, etc., verifies credit information, etc. - Examples of action verbs attached at end of form). Where applicable, please indicate a standard (answers incoming calls by the third ring, greets visitors in a friendly and helpful manner, checks in daily freight received according to established procedures, etc.).

In the last column provide a general percentage estimate of the time you spend performing each duty. This should total 100% and does not have to be exact - multiples of 5% are fine. Attach additional pages if necessary. All activities are to be included: daily, weekly, monthly, quarterly, annually, or some other appropriate time frame.

JOB DUTY	% Work Time
<p>Obtain and maintain certification and licenses for the following – State of Wisconsin Correctional Officer Certification, Portal computer training, Taser certification, Wisconsin Notary Public, CPR/AED certification.</p> <p>Trained and is knowledgeable of how to use all work and duty equipment. This includes but is not limited to the following: computer, phone, printer, fax, scanner, Com-Tec door control computer, Fast ID, cut down knife, CPR mask, handcuffs, pepper spray, Taser, flashlight, handheld radio, facility keys, baton, gas mask, self-contained breathing apparatus, riot gear, riot shield, CERT equipment, restraint chair, RIPP restraint belt, leg shackles, restraint blanket, Nova stun shield, Nova handheld ECD, AED defibrillator.</p> <p>Operates all computer systems including: OMS, Portal, Securus, Cobra Banker, Printrac, Identix, and Microsoft Word / Excel / PowerPoint.</p> <p>Contacts software vendors and acts as a liaison to resolve any computer issues.</p> <p>Educated in department policy and procedure, state law, federal law, local ordinance, administrative code and DOC regulations.</p> <p>Answers all incoming phone calls from other law enforcement agencies, the public, the media, and other areas of the jail. Provides information to answer the caller's question or resolve their problem.</p> <p>Maintains an open line of communication with all correctional staff, administration, and contractors of the jail.</p> <p>Gathers all medical and current incarceration information for inmates who are transported to a medical facility.</p> <p>Notarizes Probable Cause Affidavits and any other legal documents that need to be notarized.</p> <p>Oversees and reviews the completion of all forms, documents, and records associated with the booking and release process utilizing written and computer reports.</p> <p>Inspects and checks all inmate cells, pods, and holding areas several times during the shift for inmate safety and contraband as well as checking the arresting office for contraband.</p> <p>Maintains Intake Shift Report and Federal Safekeeper rosters.</p> <p>Supervise all events within your work area.</p>	

Intervenes to break up or stop disturbances by reasoning with or subduing adult and juvenile inmates.

Act as the first line of the initial classification process for housing inmates accordingly within the facility.

Reviews and answers inmate request forms and grievances.

Complete an annual evaluation of staff we supervise.

Prepares and reviews facility reports, statements, inmate log entries, use of force reports and shift pass-ons.

Assist with scheduling phone conferences / phone court for requesting outside agencies.

Ensure proper monitoring, supervision, and paperwork is completed with behavioral and medical problems in Intake (medical risks, suicidal inmates)

Conducts routine inspection and maintenance of jail equipment. Submit maintenance requests if necessary.

Oversees all filing of paperwork into inmate's custody file.

Process inmates due for release by confirming the identity of inmate of an inmate by wristband and picture of all inmates being released.

Oversee the notification of Immigration and Customs Enforcement of any foreign born subject being detained at the jail.

Notify any outside law enforcement agency when a subject is available for transport on their hold.

Notify probation agents from outside counties when their offenders are available for transport.

Maintain, develop, and disseminate daily jail release list.

Calculate inmate worker hours and adjust detainee release dates when credit time has been earned.

Issues court dates for worthless check, domestic violence, and operating while under the influence cases, when required.

Complete conditional release forms for Domestic Abuse releases and review with the detainee.

<p>Notifies Pod officer of any inmate releases. Notifies Golden House of any DVO related releases.</p> <p>Complete Health Transfer Summaries when needed.</p> <p>Respond to disturbances or medical emergencies throughout the jail. Render first aid if needed.</p> <p>Oversees the Identification and Fingerprint processing of inmates. This would include in identifying "John Does".</p> <p>Oversees the collection of DNA requests and ensures that a sample is needed by running their criminal history.</p> <p>Provides bond conditions, no contact orders, and TRO information when requested by an outside law enforcement agency.</p> <p>Entering temporary felony warrants for inmates who have gone AWOL.</p> <p>Updating and entering detainers for individuals held in outside facilities.</p> <p>Testify in court cases when subpoenaed.</p> <p>Maintain, develop and disseminate Green Bay Municipal Court sheet.</p> <p>Maintain, develop and disseminate Brown County Lock Up court list.</p> <p>Oversees handling, inventory, entering and releasing of inmates personal property.</p> <p>Determine legality for placement of detainees, by ensuring all documents are accurate that are received by the arresting officer before accepting into custody.</p> <p>Communicate effectively both orally and in writing with management, staff, and inmates.</p> <p>Oversees transfer and movement of inmates out of the jail. (court transports, writs, and medical appointments)</p> <p>Coordinate with the training section of any on-shift training that needs to be accomplished.</p> <p>Supervise operations and officers in the Visiting Section.</p> <p>Process bonds as directed by the on-duty Watch Commander.</p> <p>Oversee the cleanliness of the Intake Section.</p>	
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

<p>Oversee the stocking of all necessary supplies and inventory.</p> <p>Assist in the implementation and development of new policy and procedures.</p> <p>Placement of inmates on Temporary Release to local hospitals, and other agencies.</p> <p>Verify identification of inmate through Identix and Photo/ID, as well checking for wants and warrants.</p> <p>Oversees the inventory and recording of all medications if new inmates. Forwards all medication to medical staff.</p> <p>Ensures that all monies are entered into an inmate's account and that a receipt is given to the Inmate.</p> <p>Advise warrants department to place holds on inmates who are held in outside facilities.</p>	
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

4. OTHER DUTIES AND RESPONSIBILITIES		% Work Time
<p>Include any additional duties that are not essential to your job including serving on committees, community involvement activities, occasional work in other areas, etc.</p> <p>Assigned to the duty of the Housing and Huber Corporal when necessary.</p> <p>Maintain a working knowledge of the housing units and operations.</p> <p>Perform the duties of the Warrants department in the absence of the warrant's clerk or in the event when the warrant's department is backlogged.</p> <p>Search and pat down all inmates and persons that are taken into custody upon admission into the facility. Strip searches will be done according to law.</p> <p>Respond and assist with mass arrest detainees and/or physically combative inmates.</p> <p>Make wristbands for identification and tracking purposes.</p> <p>Oversees inmates in assigned area for proper behavior and cooperation.</p> <p>Supervises the delivery of meals and issues cleaning supplies when necessary.</p> <p>Performs any other duty assigned by supervisors.</p>		
<p>5. SUPERVISORY RESPONSIBILITY: Write the names and job titles of all employees who report directly to you. Also, indicate the number of employees who in turn report to them. Write "none" if this is not applicable.</p>		
EMPLOYEE NAME	JOB TITLE	# EE's
Officer D. Berendsen Officer J. Lelinski Officer T. Brodbeck Officer C. Kujava Officer H. Gospodarek Officer J. Fruzen Officer K. Smith Officer T. Sadler Officer B. Charney Officer N. Fumelle Officer P. Pratt Officer K. Barkley	Intake Officer	None
Officer J. Baker Officer S. Pecor-Lade Officer Am. Landry Officer C. Salzmänn	Visiting Officer	None

<p>Check below those supervisory responsibilities that are a part of your job:</p> <table> <tr> <td><input checked="" type="checkbox"/> Instruct/train</td> <td><input type="checkbox"/> Assign work</td> </tr> <tr> <td><input checked="" type="checkbox"/> Review work</td> <td><input type="checkbox"/> Plan work of others</td> </tr> <tr> <td><input checked="" type="checkbox"/> Maintain standards</td> <td><input type="checkbox"/> Coordinate activities</td> </tr> <tr> <td><input checked="" type="checkbox"/> Schedule/allocate personnel</td> <td><input type="checkbox"/> Act on employee problems</td> </tr> <tr> <td><input type="checkbox"/> Select new employees</td> <td><input type="checkbox"/> Schedule work of others</td> </tr> <tr> <td><input checked="" type="checkbox"/> Transfer/promote</td> <td>(Recommend? <input checked="" type="checkbox"/> Approve? <input type="checkbox"/>)</td> </tr> <tr> <td><input checked="" type="checkbox"/> Performance appraisal</td> <td>(Recommend? <input checked="" type="checkbox"/> Conduct? <input type="checkbox"/> Approve? <input type="checkbox"/>)</td> </tr> <tr> <td><input checked="" type="checkbox"/> Discipline</td> <td>(Recommend? <input checked="" type="checkbox"/> Conduct? <input type="checkbox"/> Approve? <input type="checkbox"/>)</td> </tr> <tr> <td><input type="checkbox"/> Discharge</td> <td>(Recommend? <input type="checkbox"/> Conduct? <input type="checkbox"/> Approve? <input type="checkbox"/>)</td> </tr> <tr> <td><input type="checkbox"/> Salary increases</td> <td>(Recommend? <input type="checkbox"/> Conduct? <input type="checkbox"/> Approve? <input type="checkbox"/>)</td> </tr> </table>			<input checked="" type="checkbox"/> Instruct/train	<input type="checkbox"/> Assign work	<input checked="" type="checkbox"/> Review work	<input type="checkbox"/> Plan work of others	<input checked="" type="checkbox"/> Maintain standards	<input type="checkbox"/> Coordinate activities	<input checked="" type="checkbox"/> Schedule/allocate personnel	<input type="checkbox"/> Act on employee problems	<input type="checkbox"/> Select new employees	<input type="checkbox"/> Schedule work of others	<input checked="" type="checkbox"/> Transfer/promote	(Recommend? <input checked="" type="checkbox"/> Approve? <input type="checkbox"/>)	<input checked="" type="checkbox"/> Performance appraisal	(Recommend? <input checked="" type="checkbox"/> Conduct? <input type="checkbox"/> Approve? <input type="checkbox"/>)	<input checked="" type="checkbox"/> Discipline	(Recommend? <input checked="" type="checkbox"/> Conduct? <input type="checkbox"/> Approve? <input type="checkbox"/>)	<input type="checkbox"/> Discharge	(Recommend? <input type="checkbox"/> Conduct? <input type="checkbox"/> Approve? <input type="checkbox"/>)	<input type="checkbox"/> Salary increases	(Recommend? <input type="checkbox"/> Conduct? <input type="checkbox"/> Approve? <input type="checkbox"/>)
<input checked="" type="checkbox"/> Instruct/train	<input type="checkbox"/> Assign work																					
<input checked="" type="checkbox"/> Review work	<input type="checkbox"/> Plan work of others																					
<input checked="" type="checkbox"/> Maintain standards	<input type="checkbox"/> Coordinate activities																					
<input checked="" type="checkbox"/> Schedule/allocate personnel	<input type="checkbox"/> Act on employee problems																					
<input type="checkbox"/> Select new employees	<input type="checkbox"/> Schedule work of others																					
<input checked="" type="checkbox"/> Transfer/promote	(Recommend? <input checked="" type="checkbox"/> Approve? <input type="checkbox"/>)																					
<input checked="" type="checkbox"/> Performance appraisal	(Recommend? <input checked="" type="checkbox"/> Conduct? <input type="checkbox"/> Approve? <input type="checkbox"/>)																					
<input checked="" type="checkbox"/> Discipline	(Recommend? <input checked="" type="checkbox"/> Conduct? <input type="checkbox"/> Approve? <input type="checkbox"/>)																					
<input type="checkbox"/> Discharge	(Recommend? <input type="checkbox"/> Conduct? <input type="checkbox"/> Approve? <input type="checkbox"/>)																					
<input type="checkbox"/> Salary increases	(Recommend? <input type="checkbox"/> Conduct? <input type="checkbox"/> Approve? <input type="checkbox"/>)																					

6. WORK RELATIONSHIPS: For any of the contacts listed below that you have regarding company business that are listed below, indicate the frequency (e.g. daily, weekly, monthly, etc.) and nature or purpose (e.g. obtain/provide information, negotiate contracts, etc.) of the contact.

CONTACT	PURPOSE OF CONTACT	FREQUENCY
<p>Employees in same department/function</p> <p>Intake Officers Housing Corporals Huber Corporals Watch Commanders Housing Officers Training Corporal Juvenile Detention Court transport Officers Work Release Center Officers Security and Huber Lieutenants</p>	Daily assigned duties	
<p>Employees in other departments/functions (list other departments & individual titles)</p> <p>Communications Center BCSO – Patrol Division BCSO – DTF BCSO – Investigative Family services - Crisis Center Clerk of Courts District Attorney's office Child Support Brown Co Community Treatment Center Warrants Division BC Facilities Management</p>	Daily assigned duties	
<p>Customers</p> <p>General Public GBPD BCSO De Pere PD Ashwaubenon Public Safety Denmark PD Pulaski PD Wrightstown PD UWGB PD Oneida PD Hobart / Lawrence PD Wisconsin State Patrol</p>	Daily assigned duties	

WI Lock and Load Prisoner Transports of America Federal Marshals Probation and Parole Staff *Any Law enforcement related agency we come in contact with.		
Suppliers/Vendors DSI Cobra Banker Identix WI Lock and Load Aramark Securus Swanson Correctional Healthcare Companies Prisoner Transports of America Modern Business Machines	Daily assigned duties	
General Public Local Media	Daily assigned duties	
Community/Trade/Professional Golden House	Daily assigned duties	
Federal/State Gov't/Regulatory Probation and Parole FBI INS DEA Department of Criminal Investigation Federal Marshals Department of Corrections US Postal Service	Daily assigned duties	
Other (specify): Local hospitals Green Bay Fire and Rescue County Rescue	Daily assigned duties	

7. EDUCATION

Length of time you have occupied this position: Years _____ Months _____

Length of time you have been with the company: Years _____ Months _____

How much formal education do you think is **necessary** to do your job (*check one*):

☐ Less Than High School

☒ Associate Degree (2 Years)

☐ High School

Major: _____

☐ High School +1 Yr Other Schooling

☐ College Degree (4 Years)

Type of Coursework: _____

Major: _____

☐ High School, +2-3 Yrs Other Schooling

☐ College Degree Plus Other Schooling

Type of Coursework: _____

Type of Coursework: _____

Please indicate the education **you had** before you began work in your current job:

Please indicate your **current** education level:

Associate Degree or higher.

List licenses/certifications required for your job and/or other additional specialized courses, subjects, or training that are necessary but not available through high school or college:

Portal, Taser, Corrections, POSC, CPR / First Aid, Notary, Supervisory Training

8. EXPERIENCE

How much similar or related work experience do you think is **necessary** for a person starting this job (*check one*):

☐ 1 month or less

☒ Over 3 years, up to 5 years

☐ Over 1 month, up to 6 months

☐ Over 5 years

☐ Over 6 months, up to 1 year

☐ Other (specify): _____

☐ Over 1 year, up to 3 years

Years or relevant experience **you had** prior to working in your current job:

Total years of experience to date:

How long do you think it should take an employee with the necessary education and experience (as shown above) to become familiar with details to do this job reasonably well (check one)?

☐ Two weeks or less ☐ Six months ☐ Two years
☐ Three months ☐ One year ☒ Other (Specify): 3

How long did it take **you** to feel comfortable with the job you are now performing?
AT LEAST THREE YEARS

9. MENTAL EFFORT

CHECK	ACTIVITY	HOURS/ DAY	FOR WHAT PURPOSE?
REASONING: Indicate the level of mental reasoning necessary to perform your job (check all that apply)			
X	Follow one- or two-step instructions; routine, repetitive task	Varies	Daily Assigned Duties
X	Carry out detailed but uncomplicated written or verbal instructions	Varies	Daily Assigned Duties
X	Follow written, verbal, or diagrammatic instructions	Varies	Daily Assigned Duties
X	Solve practical problems; variety of variables with limited standardization; interpret instructions; conduct general information research	Varies	Daily Assigned Duties
X	Logical or scientific thinking to solve problems; several abstract and concrete variables; conduct and interpret statistical or technical research	Varies	Daily Assigned Duties
X	Address wide range or intellectual and practical problems; interpret nonverbal symbolism; comprehend most complex concepts	Varies	Daily Assigned Duties
MATHEMATICAL: Indicate the level of mathematical skills necessary to perform your job (check all that apply):			
X	Addition	Varies	Daily Assigned Duties
X	Subtraction	Varies	Daily Assigned Duties
X	Multiplication	Varies	Daily Assigned Duties
X	Division	Varies	Daily Assigned Duties
	Algebra		
X	Arithmetic calculations involving fractions, decimals, and percentages	Varies	Daily Assigned Duties

CHECK	ACTIVITY	HOURS/ DAY	FOR WHAT PURPOSE?
	Arithmetic, algebraic, and geometric calculations		
	Advanced mathematics/statistics e.g. calculus, factor analysis and probability determination		
LANGUAGE: Indicate the level of language skills necessary to perform your job (<i>check all that apply</i>):			
X	Follow verbal instructions	Varies	Daily Assigned Duties
	Transcribe from dictation		
X	Exchange basic informational data (to complete transactions, fill out forms/ checklists, make appointments, etc.)	Varies	Daily Assigned Duties
X	Interview to gather information (basic screening interviews)	Varies	Daily Assigned Duties
X	Advise others on alternatives/options (determine needs, what to communicate)	Varies	Daily Assigned Duties
X	Coach and counsel (identify problems/concerns, develop solutions)	Varies	Daily Assigned Duties
	Speak in front of groups/public speaking/make presentations		
X	Explain technical data/information	Varies	Daily Assigned Duties
X	Read and follow written directions	Varies	Daily Assigned Duties
X	Complete simple checklists	Varies	Daily Assigned Duties
X	Fill out forms	Varies	Daily Assigned Duties
X	Copy data from one record to another	Varies	Daily Assigned Duties
X	Compose routine business correspondence (confirmations, requests, etc.)	Varies	Daily Assigned Duties
X	Compose business reports	Varies	Daily Assigned Duties
	Compose complex business correspondence (requiring research, explanation, etc.)		
X	Proofread written communication for spelling, grammar, syntax errors	Varies	Daily Assigned Duties
	Creative writing used in promotion or selling activities		
	Read and understand technical data/information		
	Take minutes for meetings		
	Other (specify:)		

10. JOB LOCATION: Where are the major activities of your job carried out? (*check all that apply*)

CHECK	LOCATION	AVERAGE HOURS/DAY
X	Indoors	Everyday
	Outdoors	
X	At a desk/bench	Everyday
	At a machine	
	In a car	
	Out of town	
X	Other (specify)	Everyday
	Movement within the Facility	

Your regular hours of work: 8.17 Hours

How do you get to your work area:
By stairs? ___ By elevator? ___ What floor is it on? ___1st_

Indicate the overnight, out-of-town travel required by the job:
N/A Avg number of days/month ___N/A_ Avg number of trips/year
N/A Avg number of days/trip

Reason for travel:

11. WORKING CONDITIONS: Indicate any job conditions that you are exposed to and the frequency of this exposure (daily, constantly, once a month, etc.). For each condition or environmental factor, indicate the nature or reason for the exposure. Write "not applicable" if your job does not require exposure to the factors indicated.

WORKING CONDITION/ ENVIRONMENTAL FACTOR	NATURE OF OR REASON FOR EXPOSURE	FREQUENCY
Dirt	Inmates coming in from the street	Varies
Noise	Uncooperative inmates in cells	Varies
Temperature Extremes	Not Applicable	
Dampness	Inmates that have soiled themselves	Varies
Vibrations	Not Applicable	
Equipment Movement Hazard	Not Applicable	
Chemicals/Solvents	Changing & Stocking Cleaning chemicals / Oleoresin Capsicum (OC)	Varies
Electrical Shock	Taser / ECD use	Varies
Significant Work Pace/Pressure	Time Sensitive Data / Information	Daily

Other (specify):		
------------------	--	--

12. PHYSICAL REQUIREMENTS

Check all the following that apply to the major activities of your job:

✓ CHECK	ACTIVITY	HOURS/ DAY	FOR WHAT PURPOSE?
X	Sitting	Varies	Daily Assigned Duties
X	Standing While standing, must you support any weight (e.g., a heavy tool?) If so, what is it you support, how much does it weigh, and for how long do you support it?	Varies	Daily Assigned Duties
X	Walking: How far? Stooping	Varies	Within the Facility
X	Climbing: How high? ___ Ladder? ___ Incline? ___ Stairs? ___ Yes ___ (#: ___)	Varies	Stairs that are in the jail
X	Kneeling	Varies	Occasional
X	Bending at waist	Varies	Occasional
X	Turning/twisting	Varies	Occasional
X	Lifting: How much weight? ___ lb. How often? ___ How high? ___ Waist high ___ Shoulder high ___ Yes ___ Above head ___ Yes ___	Varies	Daily Assigned Duties
X	Carrying: How much weight? ___ lb. How often? ___ Varies ___ Alone? ___ Occasionally ___ With another person(s)? ___ Sometimes ___ How many people? ___ Varies ___	Varies	Daily Assigned Duties
X	Pushing: How much weight: ___ lb. How often? ___ Varies ___	Varies	Daily Assigned Duties
X	Pulling: How much weight: ___ lb.	Varies	Daily Assigned Duties
X	Using keyboard	Daily	Daily Assigned Duties
X	Using telephone	Daily	Daily Assigned Duties
X	Use tools Generally describe the tools used: EMP Removal Equipment	Occasional	Daily Assigned Duties
X	Using fingers (instead of hand or arm)	Daily	Daily Assigned Duties
X	Grasping: loose grasp ___ tight grasp ___	Occasional	When Required
	Repetitive motions What type?		
X	Hearing: Ability to receive detailed information through verbal communication.	Daily	Daily Assigned Duties

Indicate the visual requirements necessary to perform your job (check all that apply):			
X	Far vision: See things clearly 20 feet away or more	Daily	Daily Assigned Duties
X	Near vision: See things clearly 20 inches away or less	Daily	Daily Assigned Duties
X	Mid-range: See things clearly at distances of more than 20 inches and less than 20 feet	Daily	Daily Assigned Duties
X	Depth perception: Ability to judge distance and space relationships, so as to see objects where and as they actually are	Daily	Daily Assigned Duties
X	Color vision: Ability to identify and distinguish colors	Daily	Daily Assigned Duties
X	Field of vision: Ability to observe an area up or down or to the right or left while eyes are fixed on a given point	Daily	Daily Assigned Duties

13. EQUIPMENT USED:

List the equipment, machines, tools, electronic devices, and computer hardware/software that you are required to use in performing your job. Indicate the frequency of their use. For computers, indicate what they are used for (i.e., word processing, A/R, inventory, list management, etc.)

EQUIPMENT, MACHINE, TOOL, ELECTRONIC DEVICE, COMPUTER HARDWARE, & SOFTWARE	FREQUENCY
<ul style="list-style-type: none"> *Offender Management System *Securus *Cobra Banker *Portal system *Picturelink *Identix *Microsoft Word, Excel, PowerPoint, and Outlook *Com-Tech Computers *Hand Held Radio *Copy / Fax Machine *Telephone *Taser *Fast ID *Duty Belt *Restraints *Flashlight *Oleoresin Capsicum *Restraint chair *RIPP restraints *Hand Cuffs *Restraint Blanket *Handheld ECD *Cut down knife 	

*EMP tools

14. EMPLOYEE COMMENTS: Please give any additional information you believe is important to thoroughly describe your job. Also, are there personal traits or abilities you feel would be helpful for a person to have to do this job?

- *MULTI TASKER
- *ORGANIZED
- *LEADER/MENTOR/COACH
- *ABILITY TO WORK IN A HIGH STRESS ENVIRONMENT
- *DECISIVE DECISION MAKING
- *PROBLEM SOLVER
- *CAN WORK WELL INDEPENDENTLY AND WITH A TEAM
- *WORK WITH A WIDE VARIETY OF PERSONALITIES AND MENTAL STATES

Signature: Kurtis R. Jellison Date: 5.14.13

15. SUPERVISOR COMMENTS: Your signature below indicates that you have reviewed this questionnaire. Please do not erase or change any of the employee's answers. If you want to make revisions, please enter them in the **margins** in the appropriate spaces. Use extra paper if you need to, numbering your comments to match the items in question.

These items will be reviewed with you before a final position description is prepared.

How many employees under your supervision perform the same job described above by this employee? _____

Comments of supervisor:

Reviewed by:  Title: Lt.

COPY

BROWN COUNTY
POSITION DESCRIPTION QUESTIONNAIRE
Correctional Officer

1. GENERAL INFORMATION

YOUR NAME 3RD SHIFT BROWN COUNTY JAIL OFFICERS TITLE:
CORRECTIONS OFFICER _____

DEPARTMENT: JAIL

REPORT TO (NAME): CPLS. BERGH/KRINGS/LANGAN/LEYENDECKER, STURM,
JOLLY (TITLE): CORRECTIONAL CORPORAL

3rd Shift

2. PURPOSE: In a few sentences, briefly describe the overall purpose of your position.

Maintain security within the institution and oversee the health and safety of staff, visitors and prisoners. It will be the duty of every employee of the Brown County Jail to preserve peace, aid in crime prevention, protect life and property, and in general, to fulfill all duties respecting the Constitutional rights of all citizens to liberty, equality and justice. Members shall obey all constitutional, criminal, and civil laws imposed on them as a member of the department and as a citizen of this state and country. Officers provide structure through effective supervision and leadership and use of fair, just, and objective treatment using an objective classification system as a basis for profiling inmates. Work with a variety of different classified inmates, including state, federal, and juvenile inmates.

3. SPECIFIC DUTIES

List below the duties you perform. Emphasize those that you consider essential or fundamental to your job (the reasons your job exists). Please carefully describe what the task is, not the procedure used to perform the task. Each job duty should begin with an action verb (e.g., answers customer questions, sorts incoming mail, operates forklift, etc., verifies credit information, etc. - Examples of action verbs attached at end of form). Where applicable, please indicate a standard (answers incoming calls by the third ring, greets visitors in a friendly and helpful manner, checks in daily freight received according to established procedures, etc.).

In the last column provide a general percentage estimate of the time you spend performing each duty. This should total 100% and does not have to be exact - multiples of 5% are fine. Attach additional pages if necessary. All activities are to be included: daily, weekly, monthly, quarterly, annually, or some other appropriate time frame.

JOB DUTY	% Work Time
<ul style="list-style-type: none"> • Enforce all DOC Codes, Jail Rules and Jail Policy and Procedures. • Work with a variety of different classified inmates, including state and federal and juvenile inmates. • Assists in the receiving or discharging of inmates. • Serve Warrants • Make initial assessment of prisoners for health, safety and security reasons. Assures that inmates are searched, bathed, clothed, and assigned to cells. Confines and releases inmates from cells. Monitors inmate activities. Supervises inmates on work details. • Patrols, on foot, the internal perimeters of the institution, making periodic inspections of conditions. • Enforces rules and regulations governing the conduct of visitors and inmates. • Examines packages to be received by inmates. • Maintains discipline and orderly conduct. Breaks up fights among inmates, restrains disorderly inmates. • Investigate inmates and take statements in regards to incidents such as fights, gambling, strong arming inmates etc. • Investigate PREA-PREA (Prison Rape elimination Act). • Uses appropriate self-defense tactics to deflect assault by inmates. Administers CPR and first aid. • Investigates and handles emergencies and disorders within institution. Operates radios, telephones, and other communication equipment. • Prepares routine reports and records. • Keeps inventory of various items. • Attends State mandated training to achieve and maintain correctional officer certification. • Work with people with high and low prevalence mental health disorders, including mental illnesses or psychological distress. • Ensuring the correct dispensing of medication, including injections, and monitoring the results; responding to distressed patients in a non-threatening manner and attempting to understand the source of distress. • Applying 'de-escalation' techniques to help people manage their emotions and behavior. • Identifying whether and when inmates are at risk of harming themselves or others. • Disarms, subdues and applies restraints to an inmate. • Runs to the scene of a disturbance or emergency. 	

- Supervises the conduct of inmates, including state and federal inmates in housing units, during meals and bathing, at recreation, in classrooms, and on work and other assignments, and escorts them to and from activities.
- ~~Stands watch~~ on an unarmed post or patrols facility, quarters, security; walks or stands for long periods of time.
- Runs up or down stairs.
- Maintains visual surveillance of institutional grounds from central security area.
- Defends self against an inmate armed with a weapon.
- ~~Listens~~ for unusual sounds that may indicate illegal activity or disturbances such as whispering, scuffling, or other unusual noise.
- Watches for indications of illegal activity or disturbance in relative darkness or in normal lighting.
- Protects adults and juvenile inmates from peer intimidation and physical confrontations.
- Reads daily journal, facility rules, procedures, regulations, post orders, and other formal written materials relevant to job performance; writes various reports, memoranda, and correspondence; oversees the work of a group of inmates detailed to maintenance, or other activities.
- Escorts inmates on movements within facility grounds; takes periodic counts of inmates.
- Enters counts into computer for all types of counts and clears counts with master control.
- Inspects quarters of inmates for contraband, and checks on sanitary conditions and orderliness.
- Conducts clothed/unclothed body searches.
- Examines all US Postal Service incoming and outgoing mail as well as delivery of it.
- Conducts routine inspections and maintenance of jail equipment.
- Collection of money from inmates/visitors and deposit into Web Banker.
- During the collection of any monetary amounts officers investigate all bills for Counterfeit Currency.
- Promotes acceptable attitudes and behavior of inmates.
- Admits visitors with proper credentials.
- Supervises visits to inmates, and escorts visitors through the Institution facilities.
- Reports infractions of rules and regulations and irregular and suspicious occurrences, and takes or recommends appropriate action.
- Prevents escapes and injury by inmates to themselves, employees,

and to property.

- Carries, lifts, or drags heavy objects such as a disabled or unconscious Inmate/staff.
- Performs patrol duties primarily by foot patrols.
- Conducts criminal and administrative investigations.
- Assists inmates with finding a job, contacting employer to verify Huber Inmates employment, explain to employer the rules of the Huber facility.
- Testifies in court.
- Lock/key inspections.
- A Housing Officer is required to interact with prisoners in a wide variety of situations, often in circumstances in which the prisoners significantly outnumber the staff/officers, (2 to 62 prisoners in a Housing Unit or on a floor).
- Prisoners may be hostile and verbally/physically aggressive.
- Stabilize and provide backup in emergency situations for the protection of the public, staff and prisoners in situations such as aggressive behavior, fights, riots or other disruptive behavior, escape attempts, fires, accidents and medical emergencies.
- escort "high risk" inmates with additional officers per confinement orders
- Utilize emergency respirator equipment to include gas masks and air supplying respirators.
- Administers First Aid and secures medical assistance.
- Be exposed to Oleoresin Capsicum (O.C.) and other chemical agents.
- Be exposed to EID and other electronic immobilization devices.
- POSC, CPR Training as well as 24 hours of annual Training.
- Collection of urine samples for the EMP officers, BRSO Drug Court Officers and Facility needs.
- officers dealing with people who have diseases, where we are required to use Universal Precautions.
- exposed to bodily fluids and sudden assaults.
- Work with EMP for placement into the community.
- Collection of DNA specimens from inmates for the Department of Probation and Parole, DOC and County Officials.
- Collection of inmate Urine samples for Federal agencies
- dealing with medical issues on a daily basis due to nurse's not being staffed during 3rd shift.
- Moving Punitive, High Max and Max inmates per policy with restraints.
- Investigational shakedowns and inspections of Inmate and their living quarters.

- Dealing with a high number of mental health issues.
- Observe, record and report health symptoms, behavior and other significant problems of offenders, and assist in the processing and dispensing of medical orders and medications.
- Testing of inmate for alcohol consumption via use of a PBT.
- Operate air handling units as needed.
- Implement policies, procedures and techniques to ensure public safety, security and control of juvenile offenders.
- Work closely with juveniles to help them understand that there are consequences for their actions, again, either negative or positive, which may help them upon their release from the Juvenile Detention Facility.
- Work in conjunction with the court system to make sure juveniles get to court on the correct date and time.
- Verify information given to juvenile detention, by the courts, to confirm release dates or sentencing of juveniles.
- Communicate with social workers and court officials insuring that all legal paperwork is current and up to date for holding/placement of juveniles in accordance with DOC statutes.
- Frequently check on offenders deemed to be special risks or who are on security status; reports critical conditions and incidents to appropriate authorities.
- Determine housing based on age, personality, size, offense to maintain a safe and secure unit.
- Log all Juvenile meals served forward to DOC for review..

Examples of Other Duties:

Performs general clerical duties. Assists in training new officers. Performs other related duties as required.

4. OTHER DUTIES AND RESPONSIBILITIES		% Work Time			
Include any additional duties that are not essential to your job including serving on committees, community involvement activities, occasional work in other areas, etc.					
5. SUPERVISORY RESPONSIBILITY: Write the names and job titles of all employees who report directly to you. Also, indicate the number of inmates/employees who in turn report to them. Write "none" if this is not applicable.					
EMPLOYEE NAME	JOB TITLE	# EE's			
Inmates per unit:					
NONE					
Check below those supervisory responsibilities that are a part of your job:					
<input checked="" type="checkbox"/> Instruct/train	<input type="checkbox"/> Assign work				
<input checked="" type="checkbox"/> Review work	<input type="checkbox"/> Plan work of others				
<input checked="" type="checkbox"/> Maintain standards	<input checked="" type="checkbox"/> Coordinate activities				
<input type="checkbox"/> Schedule/allocate personnel	<input checked="" type="checkbox"/> Act on inmate problems				
<input type="checkbox"/> Select new employees	<input type="checkbox"/> Schedule work of others				
<input type="checkbox"/> Transfer/promote	(Recommend? <input type="checkbox"/> Approve? <input "="" type="checkbox"/> Performance appraisal	(Recommend? <input checked="" type="checkbox"/> Conduct? <input type="checkbox"/> Approve? <input checkbox"="" type="checkbox/>)</td> <td></td> </tr> <tr> <td><input type="/> Discipline	(Recommend? <input type="checkbox"/> Conduct? <input type="checkbox"/> Approve? <input checkbox"="" type="checkbox/>)</td> <td></td> </tr> <tr> <td><input type="/> Discharge	(Recommend? <input type="checkbox"/> Conduct? <input type="checkbox"/> Approve? <input checkbox"="" type="checkbox/>)</td> <td></td> </tr> <tr> <td><input type="/> Salary increases	(Recommend? <input type="checkbox"/> Conduct? <input type="checkbox"/> Approve? <input 128="" 239="" 915="" 932"="" data-label="Page-Footer" type="checkbox/>)</td> <td></td> </tr> </table> </div> <div data-bbox="/> <p>Brown County</p>

6. WORK RELATIONSHIPS: For any of the contacts listed below that you have regarding company business that are listed below, indicate the frequency (e.g. daily, weekly, monthly, etc.) and nature or purpose (e.g. obtain/provide information, negotiate contracts, etc.) of the contact.

CONTACT	PURPOSE OF CONTACT	FREQUENCY
Employees in same department/function Other officers or supervisors.	Facility security/communication	daily
Employees in other departments/functions (list other departments & individual titles) EMP, probation/parole (state and federal), drug court, variety of law enforcement agencies, Drug Task Force, District Attorney, Investigators Clerk of Court, Courts, Child Support, Human Services Department, Juvenile Social Workers, Maintenance staff, Communication Center (dispatch), Public Defender's officer	Electronic monitoring, Verifying information, Drug testing, Arriving with new inmate.	daily
Customers General Public	Individuals calling over phone for information, picking up inmate's property, handling bail bonds	
Suppliers/Vendors Konop vending Aramark CHC Motorola Lock and Load Government Payment Securus	Fill vending machines Inmate meals/laundry Medical Radios Transports Bondsman Phone system	daily
General Public A variety of employers, doctors, counselors, hospitals. Visitors Golden House, Postal Office	Employment/ Appointment verification. Inmate visitation Victim protection	daily

	Officers Handle over 2500 pieces of mail daily	
Community/Trade/Professional Green Bay Police, Oneida Police, DePere Police, Pulaski Police, State Police, Hobart/Lawrence Police, UWGB Police, DTF, Public Safety Dispatch, HSU, Chaplains Office, Crisis	Arriving with new inmate. Information sharing. Drug enforcement Updating Incidents Inmate Medical needs Inmate Welfare	varies
Federal/State Gov't/Regulatory Federal probation/parole, U.S. Marshalls, ICE, Trans Core, US Marshals	Courts, Inmate contact	Varies
Other (specify): Inmates/adult males/females and juveniles EMS	Rescue Squad, Paramedics	Daily

7. EDUCATION

Length of time you have occupied this position: Years 10 Months

Length of time you have been with the company: Years 10 Months

How much formal education do you think is necessary to do your job (check one):

___ Less Than High School

___ Associate Degree (2 Years)

High School

Major:

☐ High School +1 Yr Other Schooling

 College Degree (4 Years)

Type of Coursework:

Major:

___ High School, +2-3 Yrs Other Schooling

____ College Degree Plus Other Schooling

Type of Coursework:

Type of Coursework:

Please indicate the education **you had** before you began work in your current job:

-WILL NEED TO IDENTIFY EDUCATION LEVELS FOR EACH STAFF MEMBER ON SHIFT AND PLACE ONTO A SPREADSHEET -LIST THE NAME AND EDUCATION IN YEARS (IE. NWTC GRAD = 14 YEARS OF EDUCATION)

Please indicate your current education level:

List licenses/certifications required for your job and/or other additional specialized courses, subjects, or training that are necessary but not available through high school or college:
CPR/first aid certification, jail officer academy,

8. EXPERIENCE

How much similar or related work experience do you think is **necessary** for a person starting this job (*check one*):

1 month or less

___ Over 3 years, up to 5 years

 Over 1 month, up to 6 months

____ Over 5 years

 Over 6 months, up to 1 year

____ Other (specify): military experience, life or education or over 6 month up to 1 year experience.

___ Over 1 year, up to 3 years

Years or relevant experience **you** had prior to working in your current job:

Total years of experience to date:

How long do you think it should take an employee with the necessary education and experience (as shown above) to become familiar with details to do this job reasonably well (check one)?

___ Two weeks or less ___ Six months ___ Two years
 ___ Three months ___ One year X Other (Specify): 6-9 months

How long did it take you to feel comfortable with the job you are now performing? 6 mo

9. MENTAL EFFORT

✓ CHECK	ACTIVITY	HOURS/ DAY	FOR WHAT PURPOSE?
------------	----------	---------------	-------------------

REASONING: Indicate the level of mental reasoning **necessary** to perform your job (check all that apply)

x	Follow one- or two-step instructions; routine, repetitive task	8	Procedures
x	Carry out detailed but uncomplicated written or verbal instructions	8	Procedures
X	Follow written, verbal, or diagrammatic instructions	8	Procedures, computers, software, etc.
x	Solve practical problems; variety of variables with limited standardization; interpret instructions; conduct general information research	8	Inmate problems, spreadsheet problems, plumbing problems, medical problems, inmate issues
x	Logical or scientific thinking to solve problems; several abstract and concrete variables; conduct and interpret statistical or technical research	8	Inmate employer problems, medical/psychological issues, etc;
x	Address wide range or intellectual and practical problems; interpret nonverbal symbolism; comprehend most complex concepts	8	Medical/psychological issues, inmate verbal/non-verbal communication, etc;

MATHEMATICAL: Indicate the level of mathematical skills **necessary** to perform your job (check all that apply):

x	Addition	8	Inmate counts/meal counts, count money, medications, inmate work flow, inmate sentences
x	Subtraction	8	Inmate counts/meal counts, inmate programming
x	Multiplication	varies	Time cards
x	Division	varies	
	Algebra		
X	Arithmetic calculations involving fractions, decimals, and percentages	8	Bonds, calculate sentence dates, good time

✓ CHECK	ACTIVITY	HOURS/ DAY	FOR WHAT PURPOSE?
	Arithmetic, algebraic, and geometric calculations		
	Advanced mathematics/statistics e.g. calculus, factor analysis and probability determination		
LANGUAGE: Indicate the level of language skills necessary to perform your job (<i>check all that apply</i>):			
x	Follow verbal instructions	1	Pass-on
	Transcribe from dictation		Translator Spanish to English
x	Exchange basic informational data (to complete transactions, fill out forms/ checklists, make appointments, etc.)	Varies	Inmate employer/appointment verifications, booking and suicidal questions
x	Interview to gather information (basic screening interviews)	Varies	Intake processing, Inmate employer/appointment verifications, evidence,
x	Advise others on alternatives/options (determine needs, what to communicate)	Varies	Inmate transportation and other information court process options
x	Coach and counsel (identify problems/concerns, develop solutions)	Varies	Inmate problems or concerns, suicidal inmates
X	Speak in front of groups/public speaking/make presentations	Varies	Explain rules and expectations to inmate in pods
x	Explain technical data/information	Varies	New officers, inmates
x	Read and follow written directions	Varies	Procedures/post orders
x	Complete simple checklists	Varies	Multiple logs
x	Fill out forms	Varies	Inmate employer/appointment information, medical info, etc., responsible party forms, diabetic forms, reports
x	Copy data from one record to another	Varies	Monthly spreadsheets, etc.;
	Compose routine business correspondence (confirmations, requests, etc.)		
	Compose business reports		
X	Compose complex business correspondence (requiring research, explanation, etc.)		state statutes, case details, CCAP inquiries
x	Proofread written communication for spelling, grammar, syntax errors	Varies	Reports, Medical, Legal information, booking reports, Ensure professional documentation
	Creative writing used in promotion		Reports, logs

	or selling activities		
x	Read and understand technical data/information	Varies	Schedules, reports, medical and legal info
	Take minutes for meetings		
	Other (specify:)		

10. JOB LOCATION: Where are the major activities of your job carried out? (check all that apply)

<input checked="" type="checkbox"/> CHECK	LOCATION	AVERAGE HOURS/DAY
X	Indoors	8/varies
X	Outdoors	Varies- snow shoveling, security rounds
X	At a desk/bench	Varies- report writing
X	At a machine	Varies- Identex machine, fingerprinting with ink
X	In a car	Varies- WRC to MJ between shifts
X	Out of town	Varies- Training
	Other (specify)	

Your regular hours of work: 2250-0700

How do you get to your work area:

By stairs? x By elevator? x What floor is it on?

Indicate the overnight, out-of-town travel required by the job:

X Avg number of days/month X Avg number of trips/year

X Avg number of days/trip

Reason for travel: varies by officer, out of town training, in town training, meetings, 24 hours a of regulated training per DOC

11. WORKING CONDITIONS: Indicate any job conditions that you are exposed to and the frequency of this exposure (daily, constantly, once a month, etc.). For each condition or environmental factor, indicate the nature or reason for the exposure. Write "not applicable" if your job does not require exposure to the factors indicated.

WORKING CONDITION/ ENVIRONMENTAL FACTOR	NATURE OF OR REASON FOR EXPOSURE	FREQUENCY
Dirt	On inmates/ floors	daily
Noise	Large fans in the summer-can't hear radios. Inmates pounding on doors, alarms sounding, inmates yelling	Summer time, daily
Temperature Extremes	Very hot down town Huber, cold or too hot no control of temps	Summer, varies
Dampness	Cleaning closets, indirect pod People come into this facility in wet clothing from the weather or urine soaked clothing	daily
Vibrations	Doors vibrate when inmates	daily

	pound on them	
Equipment Movement Hazard	Use and practice with the Taser.	
Chemicals/Solvents	Self Defense, cleaning products	varies
Electrical Shock		
Significant Work Pace/Pressure	Self defense	varies
Other (specify): Bodily fluids, officer attacks, human waste, biohazard contaminates, infectious diseases	Bodily fluids/officer attack can happen at any time, spur of the moment. Inmates that have been injured prior to arrival or while incarcerated. Inmates that attempt suicide. Inmates that have not washed themselves or their clothes in a long time. Inmates propelling urine or feces at officers. Inmates that have diseases that may be contagious. Blood, spit, feces, urine, pubic hair	Daily
Short staffed downtown/ intake	Officers are pulled to cover overtime at the main jail, which has Huber running short even though they have Huber and lockup inmates plus court inmates, drug court inmates, visiting, etc.; Inmates have open access to officers on 4 th and 5 th floor 24/7, one officer works 4 th and 5 th floor which allows a lot of blind spots for officer attacks, and when an officer enters a block. No cameras or inefficient cameras. Intake is run short at times when a sick call creates a staff vacancy	Daily
Being unarmed, no tasers, just O.C.		Daily
Receiving threats towards you and your family	At work you can receive them. Outside of work you run into a lot of ex-inmates and some that have made threats towards you or your family.	Varies

<p>Having to endure viewing inmates that perform self-harm, walk in cell nude (due to metal health reasons)- It is our duty to HAVE to watch the same sex or other sex person's behavior where clothed or not</p>	<p>Fast paced, Dangerous, Unpredictable, Stressful BLOOD, Urine, Feces, Vomit, Spit from inmates while patting them down or thrown at you, Attacks by inmates, Threats made toward us, Verbally attacked</p>	
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

12. PHYSICAL REQUIREMENTS

Check all the following that apply to the major activities of your job:

✓ CHECK	ACTIVITY	HOURS/ DAY	FOR WHAT PURPOSE?
x	Sitting	Varies	Computer work
x	Standing While standing, must you support any weight (e.g., a heavy tool?) If so, what is it you support, how much does it weigh, and for how long do you support it?	8	Duty belt with keys- 7to 10 lbs., arrest area(varies), Carry mail downstairs (5-50 lbs.) for approximately 3 minutes
x	Walking: How far?	Varies	Rounds, housing inmates
x	Stooping	Varies	Searching/self Defense, dealing with medical issues,
x	Climbing: How high? ___ Ladder? ___ Incline? ___ Stairs? _x_ (#: _5 floors_)	Varies	Different Inmate housing areas
x	Kneeling	Varies	Searching/self Defense, dealing with medical issues, safety cell, restraint chair
x	Bending at waist	Varies	Searching/self Defense, Pick up mail bin;
x	Turning/twisting	Varies	Searching/self Defense, controlling uncooperative inmates
x	Lifting: How much weight? _up to_ 500 lbs. How often? _daily_ How high? ___ Waist high _x_ Shoulder high _x_ Above head _x_	Daily	Inmates- inmates in STAR, Inmate property bags supplies, Pick up mail bin
x	Carrying: How much weight? Up to 500 ___ lb. How often? ___daily___ Alone? _x_ With another person(s)? _yes_ How many people? _0_	Daily	Inmates-STAR Inmate property bags Meals trays
x	Pushing: How much weight: _50___lb. How often? _Daily___	Daily	Meal carts, supply cart
x	Pulling: How much weight: _50___lb.	Daily	Meal carts, supply cart
x	Using keyboard	Daily	Entering Information
x	Using telephone	Daily	Verifications/etc.;
x	Use tools Generally describe the tools used:	Varies	Part of your

	Handcuffs, other restraints, oc, radio, etc		equipment, EMP removal equipment, alcohol bracelet removal, inmate jewelry
x	Using fingers (instead of hand or arm)	Daily	Typing, Opening and searching mail
x	Grasping: loose grasp _x_ tight grasp _x_	Varies	Escorting, fighting, radio operation, etc;
x	Repetitive motions What type? Typing, lifting property bags, etc;	Daily	Using keyboard, moving property bags.
x	Hearing: Ability to receive detailed information through verbal communication.	Daily	From supervisor and inmates.

Indicate the visual requirements necessary to perform your job (<i>check all that apply</i>):			
x	Far vision: See things clearly 20 feet away or more	Daily	Security/safety issues
x	Near vision: See things clearly 20 inches away or less	Daily	Security/safety issues
x	Mid-range: See things clearly at distances of more than 20 inches and less than 20 feet	Daily	Security/safety issues
x	Depth perception: Ability to judge distance and space relationships, so as to see objects where and as they actually are	Daily	Security/safety issues
x	Color vision: Ability to identify and distinguish colors	Daily	Uniforms, gang colors, security/safety issues
x	Field of vision: Ability to observe an area up or down or to the right or left while eyes are fixed on a given point	Daily	Security/safety issues Monitoring cameras

13. EQUIPMENT USED:

List the equipment, machines, tools, electronic devices, and computer hardware/software that you are required to use in performing your job. Indicate the frequency of their use. For computers, indicate what they are used for (i.e., word processing, A/R, inventory, list management, etc.)

EQUIPMENT, MACHINE, TOOL, ELECTRONIC DEVICE, COMPUTER HARDWARE, & SOFTWARE	FREQUENCY
Wearing Utility belt which weighs 7-10 lbs depending on what set of keys you have and what is on it.	Daily
Handcuffs	Varies
Two way radio	Daily
Telephone	Daily
Oxygen Breathing Apparatus	Daily
Security Cameras/Monitors	Varies
Electronic Control Devices	Daily
Baton's	Varies
Fax/Copier/Printers	Varies
OC	Daily
Printrack	Varies
PBT Machines	Varies/Daily
AED	Varies/Daily
First Aid supplies	Varies
Medications (pills, capsules, syringes, insulin, etc;)	Varies
Water shut off valves	Daily
Variety of restraint devices	Varies
Video camera	Varies
Computers	Varies
Credit Card Bond Machine	Varies
Securus inmate phone	Varies
Phones	Varies
Printer	Varies

Fax	Varies
Identix machine	Varies
Fast id machine	Varies
Screw Drivers to remove EMP monitors	Varies
Computer (OMS; Word documents, Excel spreadsheets, Com-Tec; GPS monitoring, work email)	Varies
Console base station (Motorola) for radio communications	
Fire suppression system to monitor/control alarms	
Air handling system to turn vents in facility on or off	
Emergency weather radio	

14. EMPLOYEE COMMENTS: Please give any additional information you believe is important to thoroughly describe your job. Also, are there personal traits or abilities you feel would be helpful for a person to have to do this job?

Our specific job duties encompass all that is mentioned above but they may happen on the spur of the moment or happen continuously throughout the day and you must react to the situation

We face risks and responsibilities similar to those of sworn law enforcement. We also deal with the same people as they do, just because they are in the jail does not mean that they have changed from the behavior that originally got them into jail. Being a Correctional Officer you must be able to adapt to constant change and always be professional. Having maturity, individual responsibility, life experience, ability to multi-task, great communication skills verbal and written, working knowledge of operations, knowledge of equipment utilized in position, detailed oriented, military experience and the education is all the skills and traits that make us the best Correctional Officer we can be.

Do to working the hours we are assigned and also required to work all holidays Correctional Officer have a large turnover rate and a higher risk of suicide.

Signature: _____

Date: 05-14-13

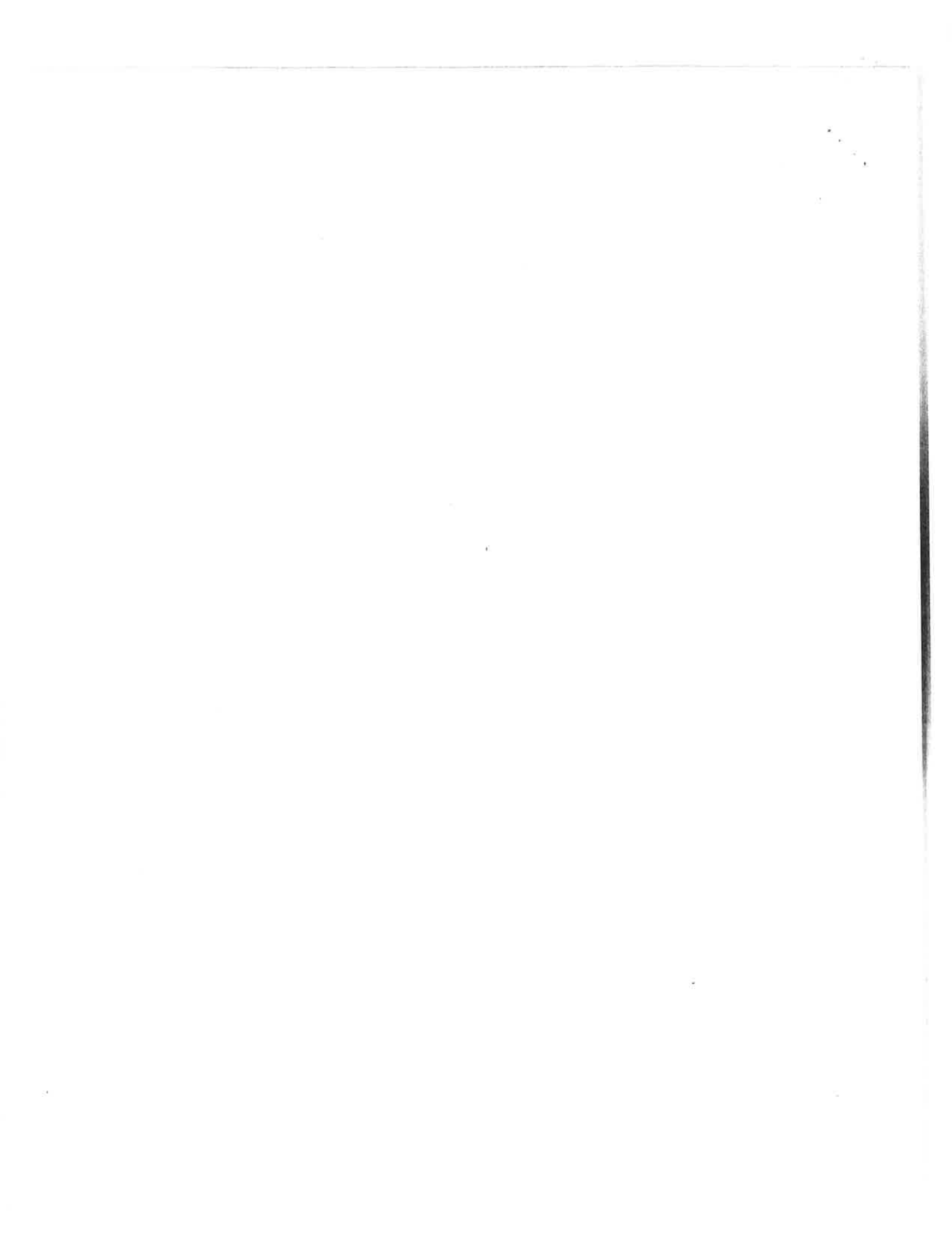
15. SUPERVISOR COMMENTS: Your signature below indicates that you have reviewed this questionnaire. Please do not erase or change any of the employee's answers. If you want to make revisions, please enter them in the **margins** in the appropriate spaces. Use extra paper if you need to, numbering your comments to match the items in question. These items will be reviewed with you before a final position description is prepared.

How many employees under your supervision perform the same job described above by this employee? _____

Comments of supervisor:

Reviewed by: _____

Title: 1st



COPY

BROWN COUNTY
POSITION DESCRIPTION QUESTIONNAIRE
Correctional Officer

1. GENERAL INFORMATION

YOUR NAME N. Johnson TITLE: CORRECTIONAL OFFICER____
2nd Shift
DEPARTMENT: BROWN COUNTY SHERIFF-JAIL DIVISION
REPORT TO (NAME): HOUSING CORPORAL_ (TITLE): _____

2. PURPOSE: In a few sentences, briefly describe the overall purpose of your position.

Perform work involving the care, safety, custody and detention of male and female inmates in the jail. Responsible for recording accurate information, and processing of all persons admitted to and released from the facility. Observe inmate's behaviors for suitability for direct supervision. To follow state and federal laws and acts within the parameters of the Brown County Jail. Uphold policies and procedures of the facility. Uphold county and city ordinances, state statutes and the constitution of the United States within the parameters of the Brown County Jail.

Possess the ability to work any section of the jail on any given day. It will be the duty of every employee of the Brown County Jail to preserve peace, aid in crime prevention, protect life and property, and in general, to fulfill all duties respecting the constitutional, criminal, and civil laws imposed on them as a member of the department and as a citizen of this state and country.

3. SPECIFIC DUTIES

List below the duties you perform. Emphasize those that you consider essential or fundamental to your job (the reasons your job exists). Please carefully describe what the task is, not the procedure used to perform the task. Each job duty should begin with an action verb (e.g., answers customer questions, sorts incoming mail, operates forklift, etc., verifies credit information, etc. - Examples of action verbs attached at end of form). Where applicable, please indicate a standard (answers incoming calls by the third ring, greets visitors in a friendly and helpful manner, checks in daily freight received according to established procedures, etc.).

In the last column provide a general percentage estimate of the time you spend performing each duty. This should total 100% and does not have to be exact - multiples of 5% are fine. Attach additional pages if necessary. All activities are to be included: daily, weekly, monthly, quarterly, annually, or some other appropriate time frame.

JOB DUTY	% Work Time
<p>*Conduct initial formal standing head counts. Ensure the pod's count is correct and all inmates are accounted. All inmates are to be standing to make sure they are alive and in well-being</p> <p>*Conduct shift change with officer. Obtain any pertinent information that occurred in the previous shifts. This may include any issues that the inmates are having or any problems that have been occurring in the pod.</p> <p>*Review previous inmate notebook entries, incident reports, work e-mails, and facility logs to ensure that you are familiar with events to keep a closer watch on or of any jail changes that have occurred.</p> <p>*Account for keys, radio, and <u>safety knife</u> in order to make sure they are in working condition and accounted for.</p> <p>*Account for pod equipment such as brooms, dust mops, and dust pans. These may be altered and utilized as weapons.</p> <p>*Check common areas for contraband such as cleaning closet, dayroom area and gym. Weapons, drugs, or gang related items may be hidden in these areas compromising the security of the pod.</p> <p>*Conduct periodic rounds of the pod. Checking for any damage to any property such as phones, cells, chairs, tables, sprinkler heads, or inmate property. Check for inmate well-being. Make sure all inmates are accounted for and breathing. Make sure there are no verbal or physical altercations occurring between the inmates.</p> <p>*Conduct cell searches. Search all areas of the cell and all items in the cell. <u>Minimize the amount of contraband an inmate may have and to search for possible weapons, drugs, gang related items, or other contraband that is against the jail rules.</u> Search for any damage to the cell or any other county property such as blankets, uniforms, towels, books or bins.</p> <p>*Observing diabetic inmates checking their blood glucose. Direct insulin dependent inmates as to what and how much insulin to take per doctor's orders. Account for lancets and syringes. Document this in the appropriate areas. Notify the supervisor and health staff of inmates that have high or low numbers. Order more diabetic supplies when needed.</p> <p>*Conduct formal headcount before the distribution of the evening meals. Account for all inmates and make sure that they are alive and in well-being.</p> <p>*Count all cups, trays, and spoons that come in the pod ^{from} the meal cart. Make sure that this count matches that inmate count. If they are short, notify the kitchen. Make sure all inmates receive a tray, cup and spoon. Inmates may attempt to take a tray or food from another inmate unwilling. Make sure the correct amount of food is on each tray. Several inmates claim they did not receive a portion in attempt to receive more food.</p> <p>*Count the return of the cups, trays, and spoons. If these items are missing or unaccounted for, they may be utilized as weapons.</p> <p>*Complete a full pod shake-down if a cup, tray or spoon is missing to</p>	<p>100 %</p>

prevent them from being used as a weapon. Search all inmates, cells, cleaning closets, common areas.

*Assist the medical staff with distribution of medication. Ensure this is done in an orderly fashion and that inmates are taking the medication. Inmates will attempt to hide medication to sell to other inmates or for overdose.

*Inspect cells for new inmates that are arriving. Document any damage to the cell or any items that may be missing. This is to hold the inmates accountable for any damage to county property.

*House new inmates coming into the pod. Document this on the housing sheet. Search all inmates to ensure they do not have any drugs, weapons or contraband. Issue pod rules to the inmate and inform of pod orientation. Brief the inmate on their expectation and the pod rules. Answer any questions they may have.

*Release inmates due for release. Inspect the cell for any damage they may have caused. Search the inmate property to make sure they are not taking any county property with them.

*Conduct visits during visiting hours. Inform the inmates of a visit they may receive. Observe the inmate and visitor to ensure the visits are conducted in an adult manner. Time the visits to the allowable 30 minutes.

*Open the paper pass for professional visits. Ensure that only legal work is being passed to prevent the entry of contraband in the pod. Pat search the inmate after the visit is complete when the paper pass was opened to ensure no contraband was passed.

*Resolve inmate grievance issues. If this cannot be accomplished, this needs to be documented. A grievance will be issued. The inmate will fill out the grievance and staff will enter the grievance.

*Exchange sheets and blankets for inmates once a week. Ensure that there is no damage to new or old linens.

*Direct pod workers to conduct cleaning duties and observe that all of these duties are being completed to maintain a clean pod.

*Observe dayroom activities. Maintain control of the pod by conducting rounds of the pod and speaking with inmates. Ensure the jail and pod rules are being enforced. Issue warnings and conduct reports to correct negative behavior. Maintain crowd control by identifying larger groups or gang activity.

*Answer inmate questions. Numerous inmates ask questions concerning court cases, visiting lists, inmate accounts, jail operations or phone usage.

*Identify any areas of the pod and submit work orders to maintenance. This might include plugged toilets or sinks, burned lights, nonfunctional pod equipment.

*Respond to back-up calls. Jail emergencies may occur and staff is needed to respond to these calls or incidents.

*Distribute institution mail to inmates.

*Collect outgoing mail from the inmates. Ensure that mail is being sent is from the correct inmate.

*Answer inmate request slips. Several inmates submit request slips

asking questions concerning court cases, visiting lists, programming, housing or concerns they are having within the pod.

*Forward request slips that can't be answered at your level. All request slips need to be read and signed off.

*Review all medical requests. Ensure the inmate is not suicidal or thinking of self-harm. Contact medical staff if a medical emergency arises. If an inmate is suicidal or thinking of self-harm, precautions need to be made.

*Place inmates in restraint chair; immobilize the inmate by restraining arms, legs, waist and shoulders to prevent self-arm, staff assaults, property damage.

*Carry inmates into the jail from squad cars due to refusing to cooperate with staff.

*Place inmates in suicide smocks-clothing that is less likely to tear or able to tie up.

*Escort physically combative inmates using the Star Tactic, utilizing the safety cell, and or restraint chair.

*Assess inmates for medical need or suicidal ideations

*Respond and supervise mass arrest of detainees

*Complete standard booking questions

*Gather inmates for programming such as NWTC, ELL, AA or other religious programs. Ensure the inmates are not ^{keep} separates from other inmates. Pat search all inmates to search for contraband (weapons, drugs or notes).

*Conduct a thorough methodical search of the individual's body on the outside of the clothing, examination of the individual's hair and detailed examination of any articles of clothing and possessions removing contraband.

*Perform strip searches-a search of an inmate's genitals, pubic area, buttocks or anus, or a detained female person's breast, is uncovered and either is exposed to view by the person conducting the search.

*Address behavioral, mental health or other medical issues.

*Maintain a safe and secure environment for inmates and staff.

*Utilize computer system to document all incidents, activities, observations, warnings, security rounds and inmate movement.

*Maintain rapport with inmates

*Utilize verbal, listening and observational skills to determine suicidal risks

*Distribute inmate under clothing

*Issue inmate hygiene

*Provide guidance in hygiene up keep (how to shower, how utilize a feminine pad, how to brush teeth, trim nails, remove piercings, hair pieces)

*Wash laundry covered in blood, urine or feces

*Clean facility due inmates flooding or pulling a sprinkler head

*Apply self-defense, control tactics when needed to prevent staff and inmate assaults.

*Counsel inmates on issues within the pods

*Enter and calculate inmate worker hours (facility provides inmate labor

<p>to complete jobs)</p> <ul style="list-style-type: none"> *Supervise inmate workers during facility clean-up/trash collection *Collaborate with other officers to find qualified workers for inmate labor *Provide laundry and kitchen staff with appropriate inmates to complete duties *Render first aid *Maintain clean officer station and work area *Attend and participate in required training *Read, review and follow procedural manuals *Complete recreational schedules for inmates *Process and observe inmate programs *Perform preliminary breath tests checking for intoxication *Work with Court Sergeant preparing correct inmates for video court *Assist Probation and Parole with inmate interviews *Monitor inmates with a blood alcohol content, under the influence of drugs or suffering from a mental disease *Investigate illegal or criminal activities within the jail and provide documentation *Interview and interrogation of inmates in the course of investigations *Work closely with juveniles to help them understand there are consequences for their actions, either positive or negative, which may help them upon their release from the Juvenile Detention Facility. *Take photos and finger prints of inmates for NCIC *Take calls and assist agencies in placement of juveniles in secure detention *Enter court orders/information in Offender Management System *Book juveniles, classify and house based off age, gang affiliations, behavior issues, charges, special needs, any other issues deemed important (utilizing officer discretion, Juvenile Superintendent suggestions and social worker recommendations) *Apply Direct Supervision principles while managing pods *Escort inmates throughout the facility to different pods *Escort library volunteers around facility for book exchange *Relieve other officers for scheduled breaks *Supervise inmates while being assessed by medical staff *Escort inmates to hearing rooms for attorney or probation visits *File maintenance requests for facility repairs *Pick up deliveries at loading docks *Escort vendors through facility *Monitor direct supervision housing units via closed circuit TV for rule violations and disturbances *Answer calls from public with questions about inmates or department policies and operations. *Dispatch staff to disturbances, emergency situations, and requests for additional assistance *Monitor and document Electronic Monitoring Program (EMP). Inmates using a GPS bracelet linked to the phone system. Ensure compliance with rules and authorized departures from home, school, work, appointments and emergencies. 	
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

<ul style="list-style-type: none"> *Generate current call lists for unforeseen unstaffed shifts *Dispatch back-up to panic alarms regarding visitors/volunteers *Responsible for allowing movement into and out of the facility *Monitor internal movement of staff, inmates, and visitors *Responsible for monitoring all security cameras and devices to ensure the safety of staff, inmates, and visitors *Conduct radio checks with all duty jail personnel and document checks. *Monitor jail and Huber radio communications *Answer intercoms for jail staff and inmates *Monitor law enforcement to make sure all weapons are secured before entering the facility *Announce over the radio and log emergency lockdowns *Announce unscheduled security alerts to all channels *Contact outside agencies during emergencies as needed *Coordinate communications during evacuations in accordance with evacuation procedures *Test generator light panel *Check and monitor fire alarm emergency fire suppression system *House/sort all incoming mail for staff and inmates *Control access of vehicle traffic in the sally port *Operate the air handler computers for entire facility *Collection and preservation of evidence *Court room testimony as required *Ensure compliance with court mandated sentencing requirements (AODA attendance, GED attendance) *Orientate all visitors on the rules and expectations of the jail *Maintain visiting logs *Issue keys to visitors for lockers *Utilize the metal detector and hand held wands checking for contraband on incoming visitors. *Search professional visitor property for unauthorized property *File inmate paperwork accordingly *Monitor handicap visitation *Secure facility lobby after business hours *Accept underclothing, search and deliver to pods accordingly, issue receipts *Collect money and add to inmate accounts, issue receipts *Schedule professional visits *Notify Watch Commander and Intake Corporal of visitors wishing to post bond for an inmate *Count and verify all incoming medications *Verify correct identification of inmates through Identix *Make wristbands for identification and tracking *Generate inmate files *Log all pertinent information in inmate notebook *File paperwork *Release inmate property *Bag personal property and clothing *Hang and store clothing storage bags and bulk items 	
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

- *Stock supplies: envelopes, receipts, paperwork, bags, gloves, etc.
- *Remove Electronic Monitoring and alcohol bracelets
- *Conduct DNA testing
- *Complete responsible party forms for inmates under the influence
- *Process credit card bonds
- *Explain court process and DVO information
- *Utilize language line for interpreting during booking
- *Assist inmates with phone account set up
- *Set up TTY phone for deaf inmates
- *Perform general clerical duties: answer phones, transfer appropriately, answer questions regarding visitation, mail, directions, etc.
- *Deliver requests to the Public Defender and Probation and Parole
- *Enter "Final revocation hearing notice" paperwork into OMS and visiting calendar book.
- *Contact Intake Corporal to have all witnesses for Probation Revocations checked for warrants.
- *Arrange daily schedules for and coordinate appointment times for psychiatrist to meet with in-custody and out-of-custody individuals for court ordered competency exams
- *Utilizing the "Intake Shift Report" to remove visiting lists from released inmates. Forward for filing.
- *Enter new visiting lists for each inmate
- *Flag any visitor with a warrant in OMS
- *Document in OMS if a visitor is between 13 and 18 years of age so appropriate supervision is provided during visits
- *Verify visitor relationships for appropriate visitation privileges
- *Alphabetically file secondary visiting list for an inmate with visitor changes
- *Enter visiting changes for main jail 1st Saturday of the month and the 3rd Saturday of the month for Work Release Center
- *Check visitors in and out of the facility
- *Deny personal belongings for professional visitors
- *Check pastoral visitors and process servers with approved list
- *Add professional visitors to the computer system
- *Verify inmate is receiving approved amount of visits for the week
- *Work in conjunction with pod officers for visitation times
- *Log denied/refused visits
- *Assign appropriate visiting tag to visitors
- *Pat down visitors that cannot go through metal detectors for medical reasons
- *Contact Intake Corporal regarding visitors visiting juveniles, check for warrants and add to list
- *Deliver collected medications to the Health Service office
- *Conduct security checks of public side of visiting
- *Perform roof check security
- *Collect and search tennis shoes from the public for inmate workers and deliver to inmate worker pod
- *Retrieve canteen items for released inmates if they come pick it up
- *After 30 days of inmate release properly dispose of canteen

- *Document and arrange transportation for released inmates to utilize the city bus
- *Enforce all visitors to abide by county ordinances, federal and state laws
- *Enforce dress code for all visitors
- *Deny visits for public under the influence of drugs or alcohol
- *Verify that visitors have not been incarcerated in the past 30 days
- *Ensure no minor children are left behind in the visiting section
- *Settle disputes between visitors
- *Inspect conditions of locks, windows, doors to prevent escapes. Check visiting areas for contraband or damage to property.
- *Assist Drug Court with collecting urine samples to ensure offenders are complying with their rules of sentencing
- *Verify inmate work schedules and employment for Huber privileges

4. OTHER DUTIES AND RESPONSIBILITIES		% Work Time		
<p>Include any additional duties that are not essential to your job including serving on committees, community involvement activities, occasional work in other areas, etc.</p> <p>Every officer can be utilized on the Correctional Emergency Response Team (CERT) which is used in emergency situations such as riots, hostage situations, disturbance, fire, medical issues or any other emergency situation that is beyond the scope of training of day to day operations.</p>				
<p>5. SUPERVISORY RESPONSIBILITY: Write the names and job titles of all employees who report directly to you. Also, indicate the number of inmates/employees who in turn report to them. Write "none" if this is not applicable.</p>				
EMPLOYEE NAME	JOB TITLE	# EE's		
<p>Inmates per unit: up to 64</p> <p>Volunteers</p>				
<p>Check below those supervisory responsibilities that are a part of your job:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input checked="" type="checkbox"/> Instruct/train <input checked="" type="checkbox"/> Review work <input checked="" type="checkbox"/> Maintain standards <input checked="" type="checkbox"/> Schedule/allocate personnel <input type="checkbox"/> Select new employees <input type="checkbox"/> Transfer/promote <input type="checkbox"/> Performance appraisal <input checked="" type="checkbox"/> Discipline <input checked="" type="checkbox"/> Discharge <input type="checkbox"/> Salary increases </td> <td style="width: 50%; vertical-align: top;"> <input checked="" type="checkbox"/> Assign work <input type="checkbox"/> Plan work of others <input type="checkbox"/> Coordinate activities <input type="checkbox"/> Act on inmate problems <input type="checkbox"/> Schedule work of others (Recommend? <input type="checkbox"/> Approve? <input type="checkbox"/> (Recommend? <input type="checkbox"/> Conduct? <input type="checkbox"/> Approve? <input type="checkbox"/> (Recommend? <input checked="" type="checkbox"/> Conduct? <input type="checkbox"/> Approve? <input type="checkbox"/> (Recommend? <input type="checkbox"/> Conduct? <input type="checkbox"/> Approve? <input type="checkbox"/> (Recommend? <input type="checkbox"/> Conduct? <input type="checkbox"/> Approve? <input type="checkbox"/> </td> </tr> </table>			<input checked="" type="checkbox"/> Instruct/train <input checked="" type="checkbox"/> Review work <input checked="" type="checkbox"/> Maintain standards <input checked="" type="checkbox"/> Schedule/allocate personnel <input type="checkbox"/> Select new employees <input type="checkbox"/> Transfer/promote <input type="checkbox"/> Performance appraisal <input checked="" type="checkbox"/> Discipline <input checked="" type="checkbox"/> Discharge <input type="checkbox"/> Salary increases	<input checked="" type="checkbox"/> Assign work <input type="checkbox"/> Plan work of others <input type="checkbox"/> Coordinate activities <input type="checkbox"/> Act on inmate problems <input type="checkbox"/> Schedule work of others (Recommend? <input type="checkbox"/> Approve? <input type="checkbox"/> (Recommend? <input type="checkbox"/> Conduct? <input type="checkbox"/> Approve? <input type="checkbox"/> (Recommend? <input checked="" type="checkbox"/> Conduct? <input type="checkbox"/> Approve? <input type="checkbox"/> (Recommend? <input type="checkbox"/> Conduct? <input type="checkbox"/> Approve? <input type="checkbox"/> (Recommend? <input type="checkbox"/> Conduct? <input type="checkbox"/> Approve? <input type="checkbox"/>
<input checked="" type="checkbox"/> Instruct/train <input checked="" type="checkbox"/> Review work <input checked="" type="checkbox"/> Maintain standards <input checked="" type="checkbox"/> Schedule/allocate personnel <input type="checkbox"/> Select new employees <input type="checkbox"/> Transfer/promote <input type="checkbox"/> Performance appraisal <input checked="" type="checkbox"/> Discipline <input checked="" type="checkbox"/> Discharge <input type="checkbox"/> Salary increases	<input checked="" type="checkbox"/> Assign work <input type="checkbox"/> Plan work of others <input type="checkbox"/> Coordinate activities <input type="checkbox"/> Act on inmate problems <input type="checkbox"/> Schedule work of others (Recommend? <input type="checkbox"/> Approve? <input type="checkbox"/> (Recommend? <input type="checkbox"/> Conduct? <input type="checkbox"/> Approve? <input type="checkbox"/> (Recommend? <input checked="" type="checkbox"/> Conduct? <input type="checkbox"/> Approve? <input type="checkbox"/> (Recommend? <input type="checkbox"/> Conduct? <input type="checkbox"/> Approve? <input type="checkbox"/> (Recommend? <input type="checkbox"/> Conduct? <input type="checkbox"/> Approve? <input type="checkbox"/>			

6. WORK RELATIONSHIPS: For any of the contacts listed below that you have regarding company business that are listed below, indicate the frequency (e.g. daily, weekly, monthly, etc.) and nature or purpose (e.g. obtain/provide information, negotiate contracts, etc.) of the contact.

CONTACT	PURPOSE OF CONTACT	FREQUENCY
Employees in same department/function Other correctional staff, corporals, Lieutenants	Pass on pertinent information, obtain information regarding situations in a pod gain approval for Huber release, coordinate work crews, coordinate for large area searches, respond to backup/assistance	Daily
Employees in other departments/functions (list other departments & individual titles) Laundry, kitchen, maintenance, nursing staff, Crisis Center, Juvenile workers, court security, transport security, EMP officers, Drug Court, Drug Task Force, Dispatch, Lock and Load, K-9	Transfers of inmates to court, transfer of inmates to another facility, collection of urine samples	Daily
Customers Inmates, volunteers, Aramark	Inform and instruct	Daily
Suppliers/Vendors Konop vendors, Bay-Com, USPS, Fed Ex, UPS	Escorting vendors through facility	Varies
General Public Visitors	Instruct, inform, receive money, whites, medication	Daily
Community/Trade/Professional Chaplain, Attorneys, Probation Agents, program volunteers, Golden House, Postal office		Varies
Federal/State Gov't/Regulatory		Varies

Other outside agencies US Marshalls, Prisoner transports of America, Federal Probation, Immigration		
Other (specify): Rescue squad, paramedics Tours of the facility		Varies

7. EDUCATION

Length of time you have occupied this position: Years _____ Months _____

Length of time you have been with the company: Years _____ Months _____

How much formal education do you think is **necessary** to do your job (*check one*):

- | | |
|----------------------------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> Less Than High School | <input type="checkbox"/> Associate Degree (2 Years) |
| <input type="checkbox"/> High School | Major: _____ |
| <input type="checkbox"/> High School +1 Yr Other Schooling | <input type="checkbox"/> College Degree (4 Years) |
| Type of Coursework: _____ | Major: _____ |
| <input type="checkbox"/> High School, +2-3 Yrs Other Schooling | <input type="checkbox"/> College Degree Plus Other Schooling |
| Type of Coursework: _____ | Type of Coursework: _____ |

Please indicate the education **you had** before you began work in your current job:

-WILL NEED TO IDENTIFY EDUCATION LEVELS FOR EACH STAFF MEMBER ON
SHIFT AND PLACE ONTO A SPREADSHEET -LIST THE NAME AND EDUCATION
IN YEARS (IE. NWTC GRAD = 14 YEARS OF EDUCATION)

Please indicate your **current** education level:

List licenses/certifications required for your job and/or other additional specialized courses,
subjects, or training that are necessary but not available through high school or college:

8. EXPERIENCE

How much similar or related work experience do you think is **necessary** for a person
starting this job (*check one*):

- | | |
|-------------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> 1 month or less | <input type="checkbox"/> Over 3 years, up to 5 years |
| <input type="checkbox"/> Over 1 month, up to 6 months | <input type="checkbox"/> Over 5 years |
| <input type="checkbox"/> Over 6 months, up to 1 year | <input type="checkbox"/> Other (specify): _____ |
| <input type="checkbox"/> Over 1 year, up to 3 years | |

Years or relevant experience **you had** prior to working in your current job:

Total years of experience to date:

How long do you think it should take an employee with the necessary education and experience (as shown above) to become familiar with details to do this job reasonably well (check one)?

☐ Two weeks or less ☐ Six months ☐ Two years
☐ Three months ☐ One year ☐ Other (Specify): _____

How long did it take you to feel comfortable with the job you are now performing?

9. MENTAL EFFORT

✓ CHECK	ACTIVITY	HOURS/ DAY	FOR WHAT PURPOSE?
------------	----------	---------------	-------------------

REASONING: Indicate the level of mental reasoning **necessary** to perform your job (check all that apply)

x	Follow one- or two-step instructions; routine, repetitive task		From supervisors
x	Carry out detailed but uncomplicated written or verbal instructions		
x	Follow written, verbal, or diagrammatic instructions		From supervisors
x	Solve practical problems; variety of variables with limited standardization; interpret instructions; conduct general information research		
x	Logical or scientific thinking to solve problems; several abstract and concrete variables; conduct and interpret statistical or technical research		Charges, release dates, proactive decision making
x	Address wide range or intellectual and practical problems; interpret nonverbal symbolism; comprehend most complex concepts		Inmate family/personal issues

MATHEMATICAL: Indicate the level of mathematical skills **necessary** to perform your job (check all that apply):

x	Addition		Headcount/time cards
x	Subtraction		Headcount/time cards
x	Multiplication		
	Division		
	Algebra		
x	Arithmetic calculations involving fractions, decimals, and percentages		Time cards, inmate worker hours

CHECK	ACTIVITY	HOURS/ DAY	FOR WHAT PURPOSE?
x	Arithmetic, algebraic, and geometric calculations		Inmate housing sheet
	Advanced mathematics/statistics e.g. calculus, factor analysis and probability determination		
LANGUAGE: Indicate the level of language skills necessary to perform your job (<i>check all that apply</i>):			
x	Follow verbal instructions		Supervisor instructions
	Transcribe from dictation		grievances
x	Exchange basic informational data (to complete transactions, fill out forms/ checklists, make appointments, etc.)		Booking and suicidal questions, program sign up,
x	Interview to gather information (basic screening interviews)		
x	Advise others on alternatives/options (determine needs, what to communicate)		Corrective action, conduct reports
x	Coach and counsel (identify problems/concerns, develop solutions)		
x	Speak in front of groups/public speaking/make presentations		Speak to inmates in controlling situations
x	Explain technical data/information		
x	Read and follow written directions		
x	Complete simple checklists		
x	Fill out forms		Inspection forms
x	Copy data from one record to another		
x	Compose routine business correspondence (confirmations, requests, etc.)		e-mails
x	Compose business reports		Conduct reports, facility reports, use of force
x	Compose complex business correspondence (requiring research, explanation, etc.)		
x	Proofread written communication for spelling, grammar, syntax errors		Conduct reports
x	Creative writing used in promotion or selling activities		
x	Read and understand technical data/information		Training, memos, blueprints, fire suppression system, interpret EMP monitoring alarms
	Take minutes for meetings		
	Other (specify:)		

10. JOB LOCATION: Where are the major activities of your job carried out? (*check all that apply*)

✓ CHECK	LOCATION	AVERAGE HOURS/DAY
x	Indoors	Up to 8 hours
	Outdoors	
x	At a desk/bench	Up to 8 hours
	At a machine	
	In a car	
	Out of town	
	Other (specify)	

Your regular hours of work: _____ 1450-2300 _____

How do you get to your work area:

By stairs? x By elevator? x What floor is it on? 1st and 2nd

Indicate the overnight, out-of-town travel required by the job:

____ Avg number of days/month ____ Avg number of trips/year

____ Avg number of days/trip

Reason for travel:

11. WORKING CONDITIONS: Indicate any job conditions that you are exposed to and the frequency of this exposure (daily, constantly, once a month, etc.). For each condition or environmental factor, indicate the nature or reason for the exposure. Write "not applicable" if your job does not require exposure to the factors indicated.

WORKING CONDITION/ ENVIRONMENTAL FACTOR	NATURE OF OR REASON FOR EXPOSURE	FREQUENCY
Dirt		
Noise	Inmate Noise, vacuums, com- tec alarms,	daily
Temperature Extremes		
Dampness	Sprinkler heads, flooding, sewer back-ups,	
Vibrations		
Equipment Movement Hazard		
Chemicals/Solvents	O.C., cleaning products	
Electrical Shock	Taser	
Significant Work Pace/Pressure		
Other (specify):	Bodily fluids (blood, vomit, saliva) feces, bodily odors. Sharps,	

12. PHYSICAL REQUIREMENTS			
Check all the following that apply to the major activities of your job:			
✓ CHECK	ACTIVITY	HOURS/ DAY	FOR WHAT PURPOSE?
	Sitting		
x	Standing While standing, must you support any weight (e.g., a heavy tool?) If so, what is it you support, how much does it weigh, and for how long do you support it?		Duty belt
x	Walking: How far?		Facility security rounds
x	Stooping		Cell inspections
x	Climbing: How high? ____ Ladder? ____ Incline? ____ Stairs? x (#: ____)		
x	Kneeling		Cell inspections
x	Bending at waist		Cell inspections
x	Turning/twisting		Inmate observation, Cell inspections
x	Lifting: How much weight? ____ lb. How often? ____ How high? ____ Waist high ____ Shoulder high ____ Above head ____		Blue bins, inmates
x	Carrying: How much weight? ____ lb. How often? ____ Alone? ____ With another person(s)? ____ How many people? ____		Blue bins, inmates
	Pushing: How much weight: ____ lb. How often? ____		POSC, food carts, uncooperative inmates in squad cars
	Pulling: How much weight: ____ lb.		POSC, food carts
x	Using keyboard	daily	
x	Using telephone	daily	
x	Use tools Generally describe the tools used:		
x	Using fingers (instead of hand or arm)	daily	
	Grasping: loose grasp ____ tight grasp ____		
	Repetitive motions What type?		
x	Hearing: Ability to receive detailed information through verbal communication.		Radio transmissions

Indicate the visual requirements necessary to perform your job (<i>check all that apply</i>):			
x	Far vision: See things clearly 20 feet away or more		
x	Near vision: See things clearly 20 inches away or less		
x	Mid-range: See things clearly at distances of more than 20 inches and less than 20 feet		
x	Depth perception: Ability to judge distance and space relationships, so as to see objects where and as they actually are		
x	Color vision: Ability to identify and distinguish colors		Gang colors
x	Field of vision: Ability to observe an area up or down or to the right or left while eyes are fixed on a given point		

13. EQUIPMENT USED:

List the equipment, machines, tools, electronic devices, and computer hardware/software that you are required to use in performing your job. Indicate the frequency of their use. For computers, indicate what they are used for (i.e., word processing, A/R, inventory, list management, etc.)

EQUIPMENT, MACHINE, TOOL, ELECTRONIC DEVICE, COMPUTER HARDWARE, & SOFTWARE	FREQUENCY
Hand held radio Telephone Keys Computer Flash light Handcuffs Waist restraints Ankle shackles O.C. spray (Oleoresin Capsicum) Gloves Taser Breathalyzer Stun shield Baton E.C.D. Offender Management System Microsoft Word Microsoft Excel Securus-phone system Cobra Banker CCAP Fax machine	

<p>Camera monitors Copier Stampers AED-automated external defibulator Hole punch, tape dispenser Rubber gloves Self-contained breathing apparatus Fire extinguisher Stentofon Metal detector Hand held metal detector</p>	
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

14. EMPLOYEE COMMENTS: Please give any additional information you believe is important to thoroughly describe your job. Also, are there personal traits or abilities you feel would be helpful for a person to have to do this job?

A CORRECTIONAL OFFICER MUST BE FIRM, FAIR, AND CONSISTENT. THEY MUST BE ABLE TO DEAL WITH INMATES THAT ARE DISRESPECTFUL, DISRUPTIVE, THREATENING AND A NUICANCE, YET HAVE THE PROFESSIONALISM TO TREAT THEM WITH RESPECT.

A CORRECTIONAL OFFICER MUST ALSO BE ABLE TO WORK HOURS THAT MAY NOT BE DESIREABLE AND WORK MOST WEEKENDS AND HOLIDAYS. CO'S MUST POSSESS MANY OF THE SKILLS OF POLICE OFFICERS, SOCIAL WORKERS, TEACHERS, COUNSLERS, AND NURSES. CO'S WORK LARGELY UNARMED THEY MUST HAVE EXCELLENT INTERPERSONAL COMMUNICATION SKILLS IN ORDER TO ESTABLISH AND MAINTAIN A SAFE WORKING RELATIONSHIP WITH INMATES, ENSURING THAT RULES AND REGULATIONS ARE FOLLOWED.

WORK CONTINUES OUTSIDE OF THE FACILITY WHEN FORMER INMATES APPROACH YOU AND YOUR FAMILY IN THE PUBLIC.

UNDERSTAND USE OF FORCE AND THE POTENTIAL TO UTILIZE DEADLY FORCE IF NECESSARY. YOU MAY BE PLACED IN A SITUATION WHERE YOU HAVE TO TAKE ANOTHER PERSON'S LIFE.

THE POSITION OF CORRECTIONS OFFICER IS NOT EASILY DEFINED BY A SET NUMBER OR PERCENTAGE OF TASKS. THE JAIL IS A DYNAMIC ENVIRONMENT REQUIRING QUICK THINKING AND ACTION. A CORRECTIONAL OFFICER IS ASSIGNED THE TASK OF FACILTATING AN

ENVIRONMENT FOR REHABILITATION. IN SERVICE TO OUR COMMUNITY WE ARE SUBJECT TO THE DAILY INTERACTIONS WITH INDIVIDUALS WHOM OUR SOCIETY HAS DEEMED A NEED TO SEGREGATE FROM GENERAL POPULATION DUE TO THEIR ACCUSED ACTIONS.

ON ANY GIVEN DAY A CORRECTIONAL OFFICER CAN BE ASSAULTED BOTH PHYSICALLY AND VERBALLY. WE CAN GO TO WORK CLEAN AND RETURN TO OUR FAMILIES CONTAMINATED WITH SPIT, SEMEN, BLOOD, URINE OR FECES. WE MAY, AT ANY TIME, COME ACROSS AN INDIVIDUAL WHOM WITHOUT NOTICE CHOOSE TO END THEIR OWN LIFE OR VIOLENTLY MUTILATE THEIR BODY IN EITHER A CRY FOR HELP OR TO END BEING SUBJECT TO THE CRIMINAL JUSTICE SYSTEM.

A CORRECTIONS OFFICER MUST BE CONSTANTLY VIGILANT AND AWARE OF HIS SURROUNDINGS, OR RISK PAYING THE PRICE OF COMPLACENCY WITH OUR HEALTH OR LIFE.

TO QUANTIFY THE MENTAL ABUSE AND FATIGUE, A CORRECTIONAL OFFICER RECEIVES OVER HIS/HER CAREER WOULD BE IMPOSSIBLE. EACH OFFICER'S EXPERIENCE VARIES, BUT TO SAY THE LEAST, THIS JOB CHANGES EVERYONE, NOT BY CHOICE BUT AS THE NATURE OF THE POSITION.

THE POSITION OF CORRECTIONS IS AN INTEGRAL PART OF THE CRIMINAL JUSTICE SYSTEM; WITHOUT OFFICERS ASSIGNED TO SECURE AND PROTECT INMATE THE JOB OF PATROL OFFICER AND COURTS WOULD BE OBSOLETE.

ACCORDING TO CORRECTIONS.COM; CORRECTIONS OFFICERS HAVE THE 2ND HIGHEST MORTALITY RATE OF ANY OCCUPATION, 33.5% OF ALL JAIL ASSAULTS ARE INMATES AGAINST STAFF, AND CORRECTIONS OFFICERS HAVE A 39% HIGHER SUICIDE RATE THAN ANY OTHER OCCUPATION.

OFFICERS FACE HIGH LEVELS OF STRESS, BURNOUT, HEALTH PROBLEMS LOW LIFE EXPECTANCY AND DECREASED QUALITY OF LIFE. ONE U.S. STUDY GIVES CORRECTIONAL OFFICERS A LIFE EXPECTANCY OF 59 YEARS. (WWW.NCRS.GOV/APP/PUBLICATIONS/ABSTRACT.ASPX?ID=85591)

CORRECTIONAL OFFICERS ARE REQUIRED TO REMAIN PROFESSIONAL REGARDLESS OF HOW STRESSFUL OF THE SITUATION.

EXPOSED TO THREATS OF BODILY HARM, SEXUAL ASSAULT, AND DEATH TO THE OFFICER OR FAMILY MEMBERS. HAVING INMATES (KNOWN GANG MEMBERS, MURDERERS, RAPISTS) KNOW YOUR HOME ADDRESS AND TELEPHONE NUMBERS, SHARING YOUR PERSONAL INFORMATION WITH OTHER INMATES.

ALL DAY, EVERY DAY AT WORK BEING SURROUNDED BY NEGATIVITY.

BE ABLE TO JUSTIFY YOUR SPLIT SECOND ACTION IN COURT DURING STRESSFUL SITUATIONS. FACE LAWSUITS FROM INMATES FOR ALLEGED MISCONDUCT/ ACSESSIVE FORCE.

Signature: _____

Date: _____

5-13-13

15. SUPERVISOR COMMENTS: Your signature below indicates that you have reviewed this questionnaire. Please do not erase or change any of the employee's answers. If you want to make revisions, please enter them in the **margins** in the appropriate spaces. Use extra paper if you need to, numbering your comments to match the items in question. These items will be reviewed with you before a final position description is prepared.

How many employees under your supervision perform the same job described above by this employee? _____

Comments of supervisor:

Reviewed by: _____

Title: _____

LT

COPY

BROWN COUNTY
POSITION DESCRIPTION QUESTIONNAIRE
Correctional Officer

1. GENERAL INFORMATION

YOUR NAME: Brian Becker TITLE: Correctional
CORRECTIONS OFFICER
1st Shift

DEPARTMENT: BROWN COUNTY SHERIFF'S DEPARTMENT

REPORT TO (NAME): _____ (TITLE): _____

2. PURPOSE: In a few sentences, briefly describe the overall purpose of your position.

The purpose of a correctional officer is to uphold the Constitution of the United States, statutes and the Constitution of Wisconsin, Department of Wisconsin Administrative Code, Brown County ordinances, and the laws of political subdivisions in Brown County.

Officers ensure the welfare of inmates by maximizing supervision during their initial hours of confinement and provide inmate management through the use of effective communication between staff and inmate. Officers provide structure through effective supervision and leadership and the use of fair, just, and objective treatment. Officers manage and reinforce behavior through the use of objective jail classification, providing a safe, clean and secure environment for staff, inmates, volunteers, and the community. Officers recognize, prevent, and respond to emergencies, protect life and property, aid in crime prevention.

3. SPECIFIC DUTIES

List below the duties you perform. Emphasize those that you consider essential or fundamental to your job (the reasons your job exists). Please carefully describe what the task is, not the procedure used to perform the task. Each job duty should begin with an action verb (e.g., answers customer questions, sorts incoming mail, operates forklift, etc., verifies credit information, etc. - Examples of action verbs attached at end of form). Where applicable, please indicate a standard (answers incoming calls by the third ring, greets visitors in a friendly and helpful manner, checks in daily freight received according to established procedures, etc.).

In the last column provide a general percentage estimate of the time you spend performing each duty. This should total 100% and does not have to be exact – multiples of 5% are fine. Attach additional pages if necessary. All activities are to be included: daily, weekly, monthly, quarterly, annually, or some other appropriate time frame.

JOB DUTY	% Work Time
<p>*Reports to on duty Watch Commander for shift assignment.</p> <p>*Supervise inmates in the institution in accordance with established policies, procedures, and regulations</p> <p>*Build and maintain rapport with inmates following general inmate tendencies, attitudes, and patterns while reinforcing positive behavior</p> <p>*Use behavior reinforcement techniques fairly and appropriately to promote inmate cooperation and compliance.</p> <p>*Diffuse and control violent, assaultive, abnormal and disruptive behavior by utilizing crisis intervention, negotiation, and mediation techniques or physical force alternatives to prevent and end disturbances, assaults, property damage and escape attempts.</p> <p>*Physically restrain inmates when dealing with physical confrontation.</p> <p>*Respond to emergency situations, such as medical, fire, security, or situations that may threaten the safety and security of the institution according to facility procedures and training.</p> <p>*Treat inmate medical emergencies according to level of training and CPR and call Emergency Medical Services when needed.</p> <p>*Provide assistance in emergency situations for the protection of public, staff, and inmates in the event of an emergency situation such as aggressive behavior, fights, riots, escape attempts, and hostage situations</p> <p>*Use observation, interpersonal communication and listening skills to determine potential inmate problems such as suicide risk, intoxication, drug usage, assaultive behavior, and mental health issues.</p> <p>*Explain and enforce institutional rules with inmates, providing proper documentation and justification.</p> <p>*Communicate information regarding safety, security, and operations through the chain of command.</p> <p>*Observe inmates directly or indirectly, via visual, audio, and video means watching closely for unusual behavior, improper conduct, or signs of conflict to ensure the physical safety of the inmates, staff, and public.</p> <p>*Perform searches of inmates by pat or strip method to detect and confiscate</p>	

<p>weapons and contraband.</p> <ul style="list-style-type: none"> *Search cells, living quarters, visiting areas, and other areas in the building and grounds for contraband and property damage. *Conduct facility security checks of the housing units, corridors, service areas, kitchen and laundry, checking locks, doors, bars, and windows for damage and maintenance concerns. *Conduct required random daily searches of inmate cells to search for property damage, maintenance concerns and to control the manufacture and movement of contraband within the facility. *Maintain the cleanliness of the institution by ensuring inmate living quarters are cleaned daily, holding inmates accountable for their personal space, and observing inmate workers complete assigned cleaning duties. *Performs a key and radio exchange every shift change, checks work area for necessary equipment, safety knife, CPR mask, cleaning supplies in designated areas. * Maintain, inventory, and obtain adequate supplies for inmate and staff use in the housing units, to include paper products, cleaning supplies, office supplies, and forms. *Provide escorts for inmates, professionals, and vendors throughout the institution. *Communicate effectively both orally and in writing with other staff, supervisors, and administration regarding inmate behaviors, incidents, or requests for assistance. *Act as a resource for inmate inquiries and addressing issues they may have. *Perform head counts to visually ensure presence of all inmates and identify potential medical issues. *Coordinate unit headcounts to confirm total population. *Ensure the safety and security of all inmates by physically observing them at irregular time increments throughout the shift and maintaining supporting documentation. *Check identifications to ensure only authorized persons enter or leave the facility. *Monitor and document visits between inmates and public, assisting visitors with their needs. *Accept and inspect property from public for inmates ensuring it conforms to 	<p>100 %</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------

<p>policy guidelines and does not contain contraband.</p> <p>*Accept money for inmates and utilize the Cobra Banker system to deposit inmate funds and issue receipts.</p> <p>*Supervise and document periods of inmate recreational activity.</p> <p>*Write report narratives describing events that have happened such as confidential statements, incident reports, disciplinary reports, grievances, special observation reports.</p> <p>*Read and write short notes to disseminate information regarding daily events from one shift/officer to another such as daily logs, e-mail, inventory logs, post logs, narratives.</p> <p>*Review daily reports to determine inmate needs with regards to inmate court appearances, special diets, and grievances.</p> <p>*Use portable two way radios for basic communication, emergency situations, responding to man down alarms, and security checks</p> <p>*Monitor radio traffic and dispatch staff and inmates.</p> <p>*Monitor door alarms/fire suppression system and dispatch staff when necessary.</p> <p>*Utilize the heating and ventilation system to vent outside air when necessary.</p> <p>*Monitor portable alarms civilian staff and dispatch staff in case of emergency.</p> <p>*Monitor cameras in kitchen, laundry, visiting areas, parking lots, intake, housing units, and hallways.</p> <p>*Monitor the Electronic Monitoring Program, respond to alarms and emergencies, inmate requests, and maintain proper documentation of contact.</p> <p>*Supervise inmate movement of Electronic Monitor Inmates.</p> <p>*Monitor inmate bookings in arrest area and sally port and dispatch additional staff in case of emergency situations.</p> <p>*Monitor inmate movement throughout the institution to include inmate programming, hearings, and movement from secure to non-secure areas of the institution.</p> <p>*Contact staff after hours in case of maintenance or medical emergencies.</p> <p>*Co-ordinate deliveries for maintenance and kitchen staff.</p> <p>*Record incidents of importance such as pod disturbances and uncooperative</p>	
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

inmates via close circuit television.

*Conduct emergency drills with staff to include tornado and fire drills.

*Respond to intercoms and open and close gates and doors to secure areas to allow entrance/exit to authorized parties.

*Attend and participate in required training.

*Read policy, procedure, directives, post orders, and memos.

*Maintain updated state standards in the Disturbance Resolution Model and the application for the Use of Force.

*Secure inmates with restraint devices to include the use of handcuffs, restraint belts, bull straps, ankle shackles, humane restraint and the restraint chair.

*Use protective equipment to include Spit hoods, Oleoresin Capsicum Spray (OC), Taser, Stun shields, Riot shields and Batons.

*Use of personal protective equipment to include masks, gloves, Tyvek suits, and shoe covers when entering areas containing biohazards such as blood, feces, saliva, urine, and other bodily fluids.

*Drug test individuals assigned to the drug court program.

*Take DNA samples.

*Maintain sanitary living conditions by the distribution of cleaning supplies and supervising inmate cleaning.

*Supervise food service and maintain proper supporting documentation to include documenting inmate meal refusals, reason for refusal and accounting for all meal service supplies.

*Assemble and observe inmates for medication pass and assist medical staff with medication distribution; documenting any inmate medication refusals.

*Dispense medication to inmates and document.

*Account for narcotic medication.

*Conduct diabetic testing of inmates, administration of insulin, disposal of sharps.

*Work in concert with medical staff in the co-ordination of health summaries, sick calls, dentist visits, and psychological doctor visits.

*Document inmate conflicts and mental, medical issues.

*Accept mail from the US Postal Service and other incoming delivery services.

<p>*Search mail and packages.</p> <p>*Distribute mail, packages, magazines, and newspapers to inmates, handling all legal mail according to jail policy and procedure.</p> <p>*Distribute and account for inmate canteen and food orders.</p> <p>*Assist inmates with the phone system, monetary accounts, the court system, and general requests.</p> <p>*Work with correctional staff, medical staff, classification officers, and supervisors to properly address inmate housing needs.</p> <p>*Co-ordinate, document, and observe inmate movement within the facility to include court appearances, medical appointments, inmate worker assignments, hearing room interviews, and programming</p> <p>*Co-ordinate inmate workers job duties and training. Track work hours via Microsoft Excel, and report to intake for proper inmate release date calculations.</p> <p>*Mediate between inmates that have conflict with one another or with other staff.</p> <p>*Co-ordinate inmate programming.</p> <p>*Review and route all requests from inmates.</p> <p>*Complete maintenance orders to ensure facility maintenance.</p> <p>*Complete orientation of housing units with new inmates, explaining pod rules and expectations.</p> <p>*Answer incoming phone calls and address accordingly.</p> <p>*Perform regular security checks of areas with civilian employees to ensure safety of both staff and the inmates that work in each area.</p> <p>*Work with dietary staff to ensure inmates' special dietary needs are addressed.</p> <p>*Utilize the freestanding and handheld metal detectors</p> <p>*Comply with and enforce security procedures for keys, equipment, and supplies.</p> <p>*Aid law enforcement with suspect identification requests.</p> <p>*Collect and preserve evidence.</p> <p>*Take photos and fingerprints of offenders for NCIC.</p>	
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

<p>*Greet visitors in a friendly, helpful, and professional manner.</p> <p>*Verify warrant checks on submitted visiting lists.</p> <p>*Enter inmate visitation lists into the Offender Management System and utilize that system to verify visitors are on approved lists to visit inmates.</p> <p>*Verify visitor identification matches information in the Offender Management System.</p> <p>*Notify Administration of discrepancies on the Approved Visitor list for volunteers.</p> <p>*Verify inmate classification and the number of visits an inmate has had for the week, per their classification level.</p> <p>*Ensure minors are accompanied by a legal guardian when visiting inmates.</p> <p>*Track visiting times in OMS for general and professional visits.</p> <p>*Direct visitors to the proper visiting area for inmate visits.</p> <p>*Communicate visitor needs and inform housing officers of upcoming visits.</p> <p>*Supervise visitors while they walk through the metal detector and utilize handheld metal detector as necessary to prevent the introduction of contraband into the institution.</p> <p>*Answer questions regarding inmates from the public and professionals.</p> <p>*Enter Probation Revocation paperwork into OMS and onto the calendar schedule.</p> <p>*Retrieve and release inmate property to inmates and to individuals designated by the inmate.</p> <p>*Accept, verify, and count medications. Forward medications to HSU.</p> <p>*Remove released inmates' visiting lists from Visiting's accordion file.</p> <p>*Ensure that law enforcement visitors remove their weapons, securing them in the weapons lock boxes, before entering the hearing rooms.</p> <p>*Coordinate appointment times for the psychiatrist to conduct in-custody and out-of-custody individuals for court ordered competency exams.</p> <p>*Ensure Visiting lobby doors are secured or unlocked based on the facility schedule.</p> <p>*Test and issue panic alarms for parties utilizing the program and hearing rooms</p>	
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

<ul style="list-style-type: none"> *Notify the Watch Commanders of bond posters. *Assess all persons being admitted into facility, determining immediate safety or health concerns. *Notify the Intake Corporal of the potential need for medical clearance or suicide precautions. *Search inmates and their belongings upon admission to the facility. *Inventory belongings seized from admitted inmates and bag them for storage. *Administer preliminary breathalyzers. *Perform fast identification on unidentified inmates. *Supervise mass arrest of detainees. *Launder soiled clothing. *Assign newly admitted person to the waiting area or hard cells based on behavior. *Performs fifteen minute checks on suicidal inmates, half hour checks on inmates under the influence or with medical problems. *Supervise inmates in open waiting and monitor inmates in hard cells. *Complete booking questions. *Fingerprint and photograph inmates. *Verify correct identification of inmates through Identix. *Make and issue wristbands for identification and tracking. *Confirm necessary documents are received from arresting officers. *Generate inmate files. *Log all pertinent information in inmate notebook. *Receives all court paperwork and inputs into computer. *File inmate paperwork into the correct inmate's custody file. *Contact court officials concerning inmate court, charge, and sentencing paperwork. *Remove Home Monitoring and Alcohol Bracelets. *Identify and check sobriety of persons picking up inmates under the influence. 	
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

<p>Fill out responsible party paperwork.</p> <ul style="list-style-type: none"> *Process credit card bonds. *Explain the court and bond process to new admissions. *Explain conditional release forms and other DVO information. *Maintain knowledge of laws, court proceedings, court paperwork, different types of warrants, arrest and commitments, commitments and holds. *Assist inmates with phone account set-up. *Set up TDD phone for deaf inmates. *Sort prison property for transport officers. *Calculate jail sentences and good time. *Book in inmates that report to Jail for commitments. *Use a variety of communication skills to get newly arrest individuals through the booking process. *Manage disposal and donation of abandoned inmate property. *Package abandoned canteen items to donate to local charities. *Pack up the previous year's files to the backroom storage, and pack up two year old files for movement to Administration. *Ensure that the change out areas and property room are secure, clean and in orderly condition. *Perform special projects as dictated from supervisors. *Perform and complete on duty training and written assignments as dictated by the Training Corporal. *Oversee and educate Jail interns. *Assist attorneys, Probation/Parole, outside agencies with inmate sentence credit. *Communicate/work with outside agencies. *Maintain knowledge of all classification levels of inmates within the institution. Monitor and maintain the separation of classification levels while affording inmates allowable privileges. *Ensuring all inmates with no contact clauses remain housed in separate areas 	
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

<p>and are scheduled in programs separately.</p> <p>*Maintain knowledge of the appearance of prescription and illicit drugs and the effects of those drugs on individuals.</p> <p>*Maintain knowledge of gang identifiers to include tattoos, colors, graffiti, drawings, and signs. Monitor gang activity within the institution to prevent issues between inmates and to keep outside law enforcement agencies apprised of illegal activity and affiliation.</p> <p>*Document inmate behavior for the institution, probation and parole officers, court officials, and state department of corrections.</p> <p>*Report to the accounting department for inmate chargeable items such as hygiene, copy requests, and inmate damage to property.</p> <p>*Use CCAP to cross reference inmate court dates with the Offender Management System. Work with the court sergeant to address discrepancies.</p> <p>*Notify psychiatric and medical staff, classification, and Housing Corporals about inmate issues regarding suicidal behavior, and psychological and medical needs. Provide proper housing for these inmates in medical observation, special needs, safety cells, or segregation areas.</p> <p>*Provide security for medical staff performing medical assessments, passing medications. Ensure inmates are taking the provided medications to prevent the hoarding of medication.</p> <p>*Follow protocols for suicide prevention and securing evidence.</p> <p>*Observe and maintain documentation on inmates in medical observation for medical conditions, drug/alcohol withdrawals, and inmates on suicide watch.</p> <p>* Coordinate with Classification to move inmates from segregation on the designated date.</p> <p>*Testify in court for criminal and civil cases.</p> <p>* Report and document crimes committed in the institution such as assaults, damage to property, and propelling bodily fluids to supervisors for prosecution.</p> <p>*Supervise and assist in developing management plans for inmates with special needs, such as mental illness, learning disabilities, heavily medicated, and high profile/sensitive charges.</p> <p>*Maintain an accurate log of inmate housing and movement.</p> <p>*Account for issued razors and nail clippers, ensuring they are issued to the correct inmate and are returned undamaged.</p>	
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

<ul style="list-style-type: none"> *Assist mentally ill, disabled, or infirmed inmates with personal care. *Monitor suicidal inmates, assessing if current precautions are necessary and sufficient. *Perform cell extractions. *Restrict inmate property/privileges based on segregation/Classification status. *Forcibly strip suicidal inmates. *Provide counseling and structure for inmates, directing daily activities. *Address and report performance issues and improper conduct of other staff. *Log facility bomb threat details. *Conduct and monitor evacuations. *Perform garbage collection and disposal. 	
4. OTHER DUTIES AND RESPONSIBILITIES	% Work Time
<p>Include any additional duties that are not essential to your job including serving on committees, community involvement activities, occasional work in other areas, etc.</p> <p>*Other duties as assigned.</p>	

5. SUPERVISORY RESPONSIBILITY: Write the names and job titles of all employees who report directly to you. Also, indicate the number of inmates/employees who in turn report to them. Write "none" if this is not applicable.

EMPLOYEE NAME	JOB TITLE	# EE's
Inmates per unit:		
Up to 64 inmates daily		
New recruit officers	Correctional Officer	

Check below those supervisory responsibilities that are a part of your job:

<input checked="" type="checkbox"/> Instruct/train	<input checked="" type="checkbox"/> Assign work
<input checked="" type="checkbox"/> Review work	<input checked="" type="checkbox"/> Plan work of others
<input checked="" type="checkbox"/> Maintain standards	<input checked="" type="checkbox"/> Coordinate activities
<input checked="" type="checkbox"/> Schedule/allocate personnel	<input checked="" type="checkbox"/> Act on inmate problems
<input type="checkbox"/> Select new employees	<input checked="" type="checkbox"/> Schedule work of others
<input checked="" type="checkbox"/> Transfer/promote	(Recommend? <input checked="" type="checkbox"/> Approve? <input checked="" type="checkbox"/>)
<input checked="" type="checkbox"/> Performance appraisal	(Recommend? <input checked="" type="checkbox"/> Conduct? <input checked="" type="checkbox"/> Approve? <input checked="" type="checkbox"/>)
<input checked="" type="checkbox"/> Discipline	(Recommend? <input checked="" type="checkbox"/> Conduct? <input checked="" type="checkbox"/> Approve? <input type="checkbox"/>)
<input type="checkbox"/> Discharge	(Recommend? <input type="checkbox"/> Conduct? <input type="checkbox"/> Approve? <input type="checkbox"/>)
<input type="checkbox"/> Salary increases	(Recommend? <input type="checkbox"/> Conduct? <input type="checkbox"/> Approve? <input type="checkbox"/>)

6. WORK RELATIONSHIPS: For any of the contacts listed below that you have regarding company business that are listed below, indicate the frequency (e.g. daily, weekly, monthly, etc.) and nature or purpose (e.g. obtain/provide information, negotiate contracts, etc.) of the contact.

CONTACT	PURPOSE OF CONTACT	FREQUENCY
Employees in same department/function		
Officers	Obtain/provide information, training, developing inmate management strategies, assist in duties, notify of visiting and hearing room times. Provide assistance in emergency situations.	Daily
Supervisors(Lt., Cpl., Administration)	Obtain/provide information, training, developing inmate management strategies, explain and enforce policy, performance evaluations, assist in duties, discipline, employee development, and counseling. Notify of bond posters.	Daily
	Turnover and receipt of inmates	
Transport Staff	Ensure inmate court appearances, notify of availability for transport, gain court information for inmates	5 days per week

Court Sergeant		5 days per week
Employees in other departments/functions (list other departments & individual titles)		
Food Service	Notification of special diet, address inmate complaints & inmate worker issues	Daily
Laundry Service	Provide inmates with laundry, address laundry complaints & inmate worker issues	5 days per week
Medical Staff	Address inmate medical needs, complaints, emergency medical situations, sick call, monitor medication distribution, address psychiatric needs of inmates	Daily
Maintenance/Housekeeping Staff	File and follow up with work orders. Address inmate requests and	

Chaplain	complaints, discuss religious and general counseling needs of inmates, request information on state required practices.	6 days per week
Warrants	Provide staff with warrants for data entry and assist with transport/release information.	Daily
Teaching Staff	Address inmate educational needs, scheduling of programming.	5 days per week
Information Services	Address computer related issues.	5 Days per week
SWAT	Coordinated training, inmate control	Varies
K-9	Coordinate searches of inmate areas for contraband, - coordinated training	Varies
Investigative Division	Coordinate inmate meetings, disseminate pertinent information, provide statement on incidents	Varies
	Coordinate inmate meetings, disseminate pertinent information, training, notify of inmate requests.	Varies

<p>DTF</p> <p>Dispatch</p>	<p>Service calls, EMS and fire requests.</p>	<p>Varies</p> <p>Varies</p> <p>Varies</p>
<p>Customers</p> <p>Inmates</p>	<p>Address inmate requests, complaints, medical & psychiatric needs, set and reinforce expectations, ensure compliance with rules, policies and procedures, observe inmate behavior.</p> <p>Identify and address potential inmate issues, provide inmate with information concerning court, medical services, account information, programming, & religious services, address inmate conflicts.</p> <p>Complete intake and release of inmates, crisis intervention.</p> <p>Use of force situations such as, cell extractions, self-defense, Intervening on</p>	<p>Daily</p>

	<p>physical altercations, suicide prevention</p> <p>Searches, disciplinary proceedings, grievances. Escort of inmates to proper destinations.</p> <p>Supervise inmates on Electronic Home Monitor, answer questions, verify location, and follow-up on alarms after normal business hours</p>	
<p>Suppliers/Vendors</p> <p>Konop</p> <p>Contractors</p> <p>Telephone services</p> <p>Delivery services</p>	<p>Escort or contact for work orders. Accept/sign for packages. Contact escorts to enable contractor access into the facility.</p>	<p>Daily</p>
<p>General Public</p> <p>Visitors</p>	<p>Direct to designated area, confirm identity, accept deposits for inmate accounts, and inmate property, co-ordinate the release of inmate property, address complaints,</p>	<p>Daily</p>

	provide general information. Assist with bond posting. Answer questions.	
Volunteers	Confirm identity, provide necessary escort, direct to destination, address inmate issues and program concerns	Daily
Tours	Confirm Identity, provide necessary escort to destination	
Witnesses	Provide general information, address complaints and concerns	Varied
Civilians	Confirm Identity, release property, issue bus tokens, provide general information	Varied
Released inmates	Confirm identity, escort, and provide general and more job specific information. Ensure safe interaction between intern and inmates.	Daily
Interns	Direct to Administration for interviews/physicals.	Daily

Job Applicants		Varies
		Monthly
Community/Trade/Professional		
Golden House	Provide DVO release information. Provided abandoned property donations.	Daily
Attorneys	Confirm identity, provide necessary escort to destination, address inmate concerns, provide general information, schedule hearing rooms and phone conferences, accept discovery materials, exchange legal documentation between attorney and inmate	Daily
Probation Officers	Confirm identity, provide necessary escort to destination, discuss inmate behavior, provide general information, exchange legal documentation between Officer and inmate, schedule hearing rooms, pass paperwork and inmate	

	requests.	Daily
	Intake and release of inmates, schedule hearing rooms, forward Inmate requests and complaints, provide general information, pass mail and inmate requests.	
Law Enforcement Agencies	Confirm identity, schedule hearing rooms, escort to destination, discuss inmate management practices.	Daily
	Provide information on suicidal and/or distressed inmates, discuss inmate safety measures, co-ordinate emergency medical detentions	
Mental health professionals	Co-ordinate paternity testing.	Varied
Crisis Center Counselors	Discuss juvenile backgrounds, histories, documentation, resources, information sharing	Varied
Family Services/Child Support	Discuss juvenile issues and behavior, ensure proper paperwork for detention, pass paperwork and inmate	

	requests.	
Social Workers	Juvenile bracelet program	Varied
	Co-ordinate transportation of inmates	Daily
Social Workers/Human Services	Receive/sign for deliveries	
	Co-ordinate inmate medical care	
Options Workers	Advise of inmate medical situations and complaints	Daily
	Provide affidavits and depositions	
Lock and Load Transportation Service		
UPS/Fed Ex		Weekly
Outside medical service		5 days per week
EMS		Varied
County Legal Representation		Varied

		Varied
		Varied
Federal/State Gov't/Regulatory		
County Board	Provide information during tours	Varies
Department of Corrections	Assist in investigations in event of jail incidents, facilitate jail inspection	Varies
Federal Marshalls	Co-ordinate the intake, release, and transport of inmates, address inmate complaints and concerns	Varies
Court officials/Judges	Testify during trial, provide depositions, and affidavits. Assist in accommodating in-facility court proceedings	Varies
ICE	Mail service	Varies

United State Postal Service	Jail credit days report	6 days per week
Social Security Office		Varies
Other (specify):		

7. EDUCATION

Length of time you have occupied this position: Years_____ Months_____

Length of time you have been with the company: Years_____ Months_____

How much formal education do you think is **necessary** to do your job (*check one*):

☐ Less Than High School

☐ Associate Degree (2 Years)

☐ High School

Major: _____

☐ High School +1 Yr Other Schooling

☐ College Degree (4 Years)

Type of Coursework: _____

Major: _____

☐ High School, +2-3 Yrs Other Schooling ☐ College Degree Plus Other Schooling

Type of Coursework: _____

Type of Coursework: _____

Please indicate the education **you had** before you began work in your current job:

-WILL NEED TO IDENTIFY EDUCATION LEVELS FOR EACH STAFF MEMBER ON

SHIFT AND PLACE ONTO A SPREADSHEET –LIST THE NAME AND EDUCATION IN YEARS (IE. NWTC GRAD = 14 YEARS OF EDUCATION)

Please indicate your **current** education level:

List licenses/certifications required for your job and/or other additional specialized courses, subjects, or training that are necessary but not available through high school or college:

Participate in training to remain certified by the state of Wisconsin through monthly quizzes, defibulator, CPR, first aid, suicidal inmates, sudden assaults, baton, communication, Principles of Subject Control, bloodbourne pathogens, communicable diseases, MRSA<, ECD, Taser, Oleoresin capsicum, emotionally disturbed inmates, self contained breathing apparatus, universal precautions, drug recognition, report writing, restraint application, significant exposure, emergency situation training for fire, escape, riot, evacuations, hostage situations, hazardous materials, bomb threats.

8. EXPERIENCE

How much similar or related work experience do you think is **necessary** for a person starting this job (*check one*):

___ 1 month or less

___ Over 3 years, up to 5 years

___ Over 1 month, up to 6 months

___ Over 5 years

___ Over 6 months, up to 1 year

☐ Over 1 year, up to 3 years

☒ Other (specify): 21.3 months This response is based on the average of the responses. Responses ranged from 1 month to 3-5 years.

Years or relevant experience you had prior to working in your current job:

Total years of experience to date:

How long do you think it should take an employee with the necessary education and experience (as shown above) to become familiar with details to do this job reasonably well (check one)?

☐ Two weeks or less ☐ Six months ☐ Two years

☐ Three months ☐ One year ☒ Other (Specify): 8.5 months This response is based on the average of the responses. Responses ranged from 3 months to 2 years.

How long did it take you to feel comfortable with the job you are now performing?

9. MENTAL EFFORT

✓ CHECK	ACTIVITY	HOURS/ DAY	FOR WHAT PURPOSE?
REASONING: Indicate the level of mental reasoning necessary to perform your job (check all that apply)			
X	Follow one- or two-step instructions; routine, repetitive task		Security checks, searches, post orders, following simple orders from supervisors, reviewing

			program schedules, assisting outside parties with questions, data entry
X	Carry out detailed but uncomplicated written or verbal instructions		Following orders, memos, policies, and procedures, data entry
X	Follow written, verbal, or diagrammatic instructions		Following policy, procedure, memos, and orders
X	Solve practical problems; variety of variables with limited standardization; interpret instructions; conduct general information research		Problem-solving with inmates regarding grievances and requests, negotiating, mediating and arbitrating issues with or between inmates, assist visitors, answer questions, assist bond posters, data entry, maintain the hearing room schedule.
X	Logical or scientific thinking to solve problems; several abstract and concrete variables; conduct and interpret statistical or technical research		Managing inmate complaints and grievances. Investigate issues, incidents, and complaints to develop reasonable conclusions. Create, implement, evaluate, and adjust appropriate action plans. Use discretion, based on the nature and circumstances of an incident, to address issues, conflicts, and rule violations.
X	Address wide range of intellectual and practical problems; interpret nonverbal symbolism; comprehend most complex concepts		<p>Addressing concerns of the general public.</p> <p>All direct inmate interactions include interpreting nonverbal cues, gauging if the behavior is normal for that inmate, assessing the emotional and mental state of all inmates, and determining an appropriate response.</p> <p>Facility emergencies encompass a broad spectrum of situations that frequently include personal safety concerns. We are often required to determine appropriate responses in a fraction of a second and then act. We must keep in mind our personal safety, the safety of other staff, the safety of other inmates, and</p>

			<p>control and safety of the inmate(s) we are dealing with. We also must keep in mind the State and legal standards in determining an appropriate response.</p> <p>Managing inmates, taking into consideration factors such as mental illness, physical and mental disabilities, varied social background, drug and alcohol impairment or withdrawals. Managing incidents by collecting and interpreting this information and determining if incidents were caused for behavioral, medical, or mental health issues, and then determining a course of response that most appropriately addresses the incident and underlying causation.</p>
--	--	--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

MATHEMATICAL: Indicate the level of mathematical skills **necessary** to perform your job (check all that apply):

X	Addition		Inmate counts, tracking inmate worker hours, tracking inmate work schedules, calculating inmate release dates, bond amounts, maintaining supply inventory, counting money, medications. Calculating inmate segregation time.
X	Subtraction		Inmate counts, tracking inmate worker hours, tracking inmate work schedules, calculating inmate release date, bond amounts, available visiting stations, maintaining supply inventory. Calculating inmate segregation time.
X	Multiplication		Calculating projected inmate release dates
X	Division		Calculated projected inmate release dates
	Algebra		
X	Arithmetic calculations involving fractions, decimals, and		Completion of time cards, bond, sentencing, and good time

	percentages		calculation.
✓ CHECK	ACTIVITY	HOURS/ DAY	FOR WHAT PURPOSE?
	Arithmetic, algebraic, and geometric calculations		
	Advanced mathematics/statistics e.g. calculus, factor analysis and probability determination		
LANGUAGE: Indicate the level of language skills necessary to perform your job (<i>check all that apply</i>):			
X	Follow verbal instructions		Following directives from supervisors, medical and mental health staff, and fellow co-workers.
X	Transcribe from dictation		Taking inmate statements
X	Exchange basic informational data (to complete transactions, fill out forms/ checklists, make appointments, etc.)		Reports, statements, cell inspections, accumulated hours forms, calculated release date forms, receipts, appointment sheets, properly sheets, pod log, maintaining inmate housing and count spreadsheets maintenance requests, exchange of information between staff and professionals, accept inmate monetary deposits and property release and deliveries. Make appointments, schedule hearing rooms, document transactions. Relay information with inmates, co-workers, other facility services, and supervisors. Initial booking screening.
X	Interview to gather information (basic screening interviews)		Speaking with other staff concerning pass-on information, ongoing incidents and previous incident responses. Taking inmate statements, information gathering regarding inmate gang affiliation and issues, speaking with juvenile inmates for purpose of gathering

			information for social workers. Initial booking screening.
X	Advise others on alternatives/options (determine needs, what to communicate)		Assisting inmates in problem solving, encouraging positive inmate behavior, discipline of inmates, handling grievances, general supervision of inmates. Assisting visitors and program volunteers with the visiting and property procedures. Work with classification officers on housing of inmates. Explaining the court process. Addressing concerns from inmates, the general public, and other agencies.
X	Coach and counsel (identify problems/concerns, develop solutions)		Assisting inmates, mediating and arbitrating issues between inmates, communicating with other staff members. Counseling suicidal or emotionally disturbed inmates.
X	Speak in front of groups/public speaking/make presentations		Addressing inmate population, explaining the rules and expectations to visitors.
X	Explain technical data/information		Explain the court process. Instructing new officers and tours on the radio and camera systems.
X	Read and follow written directions		Assisting inmates reviewing necessary policy and procedure, memos, post orders, and directives. Court paperwork, sentencing information, warrants and detention paperwork.
X	Complete simple checklists		Cell inspections, property sheets, safety cell/restraint chair flow sheet, pod worker duties, and new recruit tasks for the FTO program. Following the booking module and completing forms.
X	Fill out forms		Reports, intake information, TPC's, juvenile release forms, out of county booking information, spreadsheets, maintenance requests, work search request, inmate request slips, clothing/money receipts, medication administration forms, diabetic logs, narcotic inventory

			sheet, controlled substance inventory, medication sign-out form, medication release and indemnification form, Huber Law information sheet, refusal of medical treatment form, responsible party forms, inventory sheets, cell inspection sheets, medication verification forms, safety cell/restraint chair flow sheet, use of force supplementary report.
X	Copy data from one record to another		Cell inspections, entering visiting lists, inmate log entries, booking sheet information, court minutes sheet information, warrant information.
X	Compose routine business correspondence (confirmations, requests, etc.)		Responding to inmate requests and grievances. Completing facility reports, conduct reports, and statements. Correspond with Probation, law enforcement agencies, and Human Services for confirmations and visiting requests. Jail credit days for the Social Security Office and Probation and Parole.
	Compose business reports		
X	Compose complex business correspondence (requiring research, explanation, etc.)		Completing facility reports, use of force reports, incidents, and statements for potential criminal charges and use in criminal and civil proceedings.
X	Proofread written communication for spelling, grammar, syntax errors		Review of reports, log entries, and statements
	Creative writing used in promotion or selling activities		
X	Read and understand technical data/information		Review of court documents, statutes. Legal and medical information
	Take minutes for meetings		
X	Other (specify:) Documenting and composing information to be disseminated to		Drafting statements and reports for criminal and civil actions.

	others		
--	--------	--	--

10. JOB LOCATION: Where are the major activities of your job carried out? (*check all that apply*)

✓ CHECK	LOCATION	AVERAGE HOURS/DAY
X	Indoors	8 hours 10 minutes
X	Outdoors	Varies (snow removal)
X	At a desk/bench	Varies
X	At a machine	Varies
	In a car	
	Out of town	
	Other (specify)	

Your regular hours of work: 8 hours 10 minutes

How do you get to your work area:

By stairs? X By elevator? X What floor is it on? 1-4

Indicate the overnight, out-of-town travel required by the job:

___ Avg number of days/month ___ Avg number of trips/year

___ Avg number of days/trip

Reason for travel:

11. WORKING CONDITIONS: Indicate any job conditions that you are exposed to and the frequency of this exposure (daily, constantly, once a month, etc.). For each condition or environmental factor, indicate the nature or reason for the exposure. Write "not applicable" if your job does not require exposure to the factors indicated.

WORKING CONDITION/ ENVIRONMENTAL FACTOR	NATURE OF OR REASON FOR EXPOSURE	FREQUENCY
Dirt	Lack of hygiene by inmates.	Daily
	Bodily substance contact on surfaces, propelled, and expelled, to include, saliva, feces, urine, blood, seminal/vaginal fluids.	Varies
Noise	Up to 64 inmates in a single housing unit, radio traffic, alarms, intercoms, a large volume of visitors and children, disruptive inmates yelling and kicking/hitting windows, tables and doors.	Daily
Temperature Extremes	Throughout the facility, housing units and	Year round

	cells ranging from very warm to cool.	
	Sally port	Seasonably effected
	No air conditioning in hallways at WRC	Summer months
Dampness	Inmate flooding, sprinkler heads pulled by inmates, soaked inmates, sewer back-ups in dayrooms.	Varies
Vibrations		
Equipment Movement Hazard	Stiff-to-open doors, restraint chair, humane restraint, meal and laundry carts.	Daily
Chemicals/Solvents	Cleaning solutions in housing units, Oleoresin Capsicum	Daily Varies
Electrical Shock	Taser, Electronic stun device	Varies
Significant Work Pace/Pressure	Unpredictable inmate behavior. Revised operational deadlines, emergency disturbance response, impatient visitors and professionals, CERT activations.	Daily
Other (specify):		
Stress (Studies show a 23-31% PTSD rate among correctional officers, and that they have a life expectancy of age 59, and have a suicide rate 39% higher than other occupations.)	Frequent inmate threats to sue, assault, rape, or kill you and your family. Inmates or inmate family members gaining and sharing officer personal information, such as addresses and family status, or following you home from work. Maintaining a heightened sense of alertness, remaining on guard against assault. Managing and addressing issues, often irrational issues, caused by inmates with severe mental illness.	Varies Varies Daily

Communicable disease/parasites	Inmate harassment, primarily through the use of the grievance procedure.	Daily
	Inmate lawsuits	
	High liability scrutiny in both the State and Federal jurisdictions. Personal and professional behavior is subject to negative public attention, more so than other, non-governmental jobs.	Varies, but often Daily
	Public scrutiny, pay published by newspapers.	Varies
	Close physical contact with persons with highly contagious diseases and communicable parasites, such as lice, MRSA, Tuberculosis, Hepatitis strains, and Clostridium Difficile.	Daily
Assault/weapon risk	Escape attempts, inmates sentenced to life and have nothing to lose, inmates with mental illness/paranoia.	Annually
		Daily
		The risk is daily, frequency of events

X	Turning/twisting	Varies, particularly by work assignment and by incidents.	Searches, inmate stabilization, controlling combative inmates, handling inmate property.
X	Lifting: How much weight? <u>varies</u> lb. How often? <u>varies</u> How high? ____ Waist high <u>X</u> Shoulder high ____ Above head <u>X</u>	Varies, particularly by work assignment, inmate size, and by incidents.	Property bags, inmate property bins, meal trays, commissary boxes, cases of paper products/supplies for housing unit, controlling combative inmates, supporting or lifting dead weight such as a hanging body or uncooperative inmate.
X	Carrying: How much weight? <u>varies</u> lb. How often? <u>varies</u> Alone? <u>varies</u> With another person(s)? <u>varies</u> How many people? <u>varies</u>	Varies, particularly by work assignment, inmate size, and by incidents.	Packages, inmate property bins, property bags, trays, inmate commissary boxes, stabilization of inmates, controlling combative inmates, supporting or lifting dead weight such as a hanging body or uncooperative inmate.
X	Pushing: How much weight: <u>varies</u> lb. How often? <u>varies</u>	Varies, particularly by work assignment, inmate size, and by incidents.	Laundry/Food carts, carts for canteen, controlling combative inmates
X	Pulling: How much weight: <u>varies</u> lb.	Varies, particularly by work assignment, inmate size, and by incidents.	Laundry/Food carts, carts for canteen, controlling combative inmates
X	Using keyboard	Varies by work assignment.	Documentation, conducting research, data entry.
X	Using telephone	Varies by work assignment.	Communication
X	Use tools Generally describe the tools used: Keys, handcuffs, restraint belts, bull straps, ankle	Varies, particularly by work assignment, inmate size, and by incidents.	Inmate stabilization and restraint, inmate control, inmate and staff safety, personal biohazard protections, communication, documentation, and dissemination of information,

	shackles, and restraint chair spit hoods, oleoresin capsicum spray (OC), Taser, riot and stun shields, and batons, masks, gloves, Tyvek suits, shoe covers, two-way radio, computers, phones, printers, fax, scanner, and copier (see 13. Equipment used)		remove electronic monitoring equipment from inmates, inmate jewelry and clothing.
X	Using fingers (instead of hand or arm)	Varies by work assignment.	Handwritten documentation, Comtec computer usage, intercom usage, keyboard use, radio use.
X	Grasping: loose grasp <u> X </u> tight grasp <u> X </u>	Varies, particularly by work assignment, inmate size, and by incidents.	Door handles, keys, bull straps, restraints, pat searches, controlling and escorting inmates, use of mouse.
X	Repetitive motions What type?	Varies by work assignment.	Unlocking doors/locks, Keyboard/mouse.
X	Hearing: Ability to receive detailed information through verbal communication.	8 hours and 10 minutes / day.	Taking phone calls, taking inmate statements, observing radio traffic, alarms, listening to inmate activity, communications with inmates, co-workers, supervisors, the public, and professionals.

Indicate the visual requirements necessary to perform your job (<i>check all that apply</i>):			
X	Far vision: See things clearly 20 feet away or more	8 hours and 10 minutes / day.	Inmate observation for threats of harm on self and other inmates, personal safety, observing the parking lot. Monitor inmates in hallways and work areas. Checking for property damage.
X	Near vision: See things clearly 20 inches away or less	8 hours and 10 minutes / day.	Data entry, computer use, documentation, searches, observe video monitors, inmate observation for threats of harm on self and other inmates, personal safety. Checking for property damage.

X	Mid-range: See things clearly at distances of more than 20 inches and less than 20 feet	8 hours and 10 minutes / day.	Inmate observation for threats of harm on self and other inmates, personal safety, data entry, computer use, documentation, searches, monitoring the visiting lobby. Monitoring inmates in hallways, program rooms, and work areas. Checking for property damage.
X	Depth perception: Ability to judge distance and space relationships, so as to see objects where and as they actually are	8 hours and 10 minutes / day.	Inmate observation for threats of harm on self and other inmates, weapon use such as the Taser, OC, pepperball launcher. Avoiding accidentally hitting visitors with the sliding drawer. Searches.
X	Color vision: Ability to identify and distinguish colors	Varies	Inmate observation, checking wristbands, inventorying property.
X	Field of vision: Ability to observe an area up or down or to the right or left while eyes are fixed on a given point	8 hours and 10 minutes / day.	Inmate observation for threats of harm on self and other inmates, personal safety, monitoring the visiting lobby while conducting other duties.

13. EQUIPMENT USED:

List the equipment, machines, tools, electronic devices, and computer hardware/software that you are required to use in performing your job. Indicate the frequency of their use. For computers, indicate what they are used for (i.e., word processing, A/R, inventory, list management, etc.)

EQUIPMENT, MACHINE, TOOL, ELECTRONIC DEVICE, COMPUTER HARDWARE, & SOFTWARE	FREQUENCY
Oleoresin Capsicum	Varies, weekly
Taser	Varies, weekly to monthly
RIPP restraints	Daily
Shackles	Daily
Handcuffs	Daily
Bull straps	Daily
Restraint Chair	Varies
Spit hoods	Varies
Stun Shields	Varies

Batons	Varies
Riot body armor and helmet	Varies
Bullhorn	Varies
Humane restraints	Varies
Sawdust	Varies
Gas masks	Varies
Stretcher/Backboard	Varies
Wheelchair	Varies
HEPA Mask	Varies
Gas Mask	Varies
Gloves	Daily
Safety goggles	Varies
Eyewash stations	Varies
Tyvek suits	Varies
Bio Hazard equipment	Varies

First Aid kits	Varies
Self-Contained breathing apparatus	Varies
Fire Extinguishers	Varies
Keys	Daily
Hand held metal detector	Varies
Free standing metal detector	Daily
Hand held two-way radios	Daily
Battery Chargers	Daily
Master control/console Comtec computer	Daily
Radio control computer – Milestone	Daily
HVAC computer	Varies
Fire Suppression System panel	Varies
Generator Panel	Varies
Video Camera	Varies
Statute Books	Varies

Riot shields	Varies
Quick/flex cuffs	Varies
Quick/flex cuff cutter	Varies
pepperball launcher	Varies

14. EMPLOYEE COMMENTS: Please give any additional information you believe is important to thoroughly describe your job. Also, are there personal traits or abilities you feel would be helpful for a person to have to do this job?

Additional Information

Actions even while off duty are accountable to the department.

You must get department approval if you get a second job.

Short-notice overtime.

You frequently work holidays and weekends.

You are the target of political agendas.

Your actions are held to a different standard and are under public scrutiny.

Military grooming standards.

Instead of being viewed as a profession or career, applicants see corrections as a stepping stone to a job as a police officer or deputy.

Very limited advancement opportunities.

Personal traits and abilities

The ability to multi-task.

The ability to maintain a high degree of awareness.

The ability to maintain self-control in high stress situations such as not retaliating when the subject of threat or over-reacting to an assault.

Strong verbal and written communication skills.

Knowledge of basic case law

The ability to appropriately handle verbal abuse, avoiding making emotional responses.

Patience.

Decisive decision-making and problem-solving skills, particularly under pressure and without much time.

The ability to make proper deadly force decisions.

The ability to work with little supervision.

Signature:

Brian Barker

Date:

5-14-13

15. SUPERVISOR COMMENTS: Your signature below indicates that you have reviewed this questionnaire. Please do not erase or change any of the employee's answers. If you want to make revisions, please enter them in the **margins** in the appropriate spaces. Use extra paper if you need to, numbering your comments to match the items in question. These items will be reviewed with you before a final position description is prepared.

How many employees under your supervision perform the same job described above by this employee? _____

Comments of supervisor:

Reviewed by: S. H. Gnuechel Title: Lt.

COPY

BROWN COUNTY
POSITION DESCRIPTION QUESTIONNAIRE
Classification Officer

1. GENERAL INFORMATION

YOUR NAME: CINDY LINK / Karen Ellermann

TITLE: CLASSIFICATION OFFICER (Correctional Officer 5/2)

DEPARTMENT: MAIN JAIL

REPORT TO (NAME): LT. STEFFENS (TITLE): JAIL ADMINISTRATOR

2. PURPOSE: In a few sentences, briefly describe the overall purpose of your position.

To be Objective and consistent with inmate housing and the separation of inmates for the protection of staff and inmates. To control inmate's behavior with rewards and punishments and to identify high risk inmates so we have less risk of litigation. Also to determine program eligibility to help with crowding so that inmates can be placed in programs for early release as well as being placed on the home monitor system.

3. SPECIFIC DUTIES

List below the duties you perform. Emphasize those that you consider essential or fundamental to your job (the reasons your job exists). Please carefully describe what the task is, not the procedure used to perform the task. Each job duty should begin with an action verb (e.g., answers customer questions, sorts incoming mail, operates forklift, etc., verifies credit information, etc. - Examples of action verbs attached at end of form). Where applicable, please indicate a standard (answers incoming calls by the third ring, greets visitors in a friendly and helpful manner, checks in daily freight received according to established procedures, etc.).

In the last column provide a general percentage estimate of the time you spend performing each duty. This should total 100% and does not have to be exact - multiples of 5% are fine. Attach additional pages if necessary. All activities are to be included: daily, weekly, monthly, quarterly, annually, or some other appropriate time frame.

JOB DUTY	% Work Time
<ul style="list-style-type: none"> Using the TIME system run criminal histories on inmates and also checking out history in CCAP. 	15%
<ul style="list-style-type: none"> Gather all information about behavior from previous incarcerations and contact other facilities if necessary via phone or email. 	10%
<ul style="list-style-type: none"> Perform primary Classification interview face to face with inmate asking a series of questions to learn of any gang activity, court orders, and informant info and to get a feel of stability of inmate or any mental health concerns. 	25%
<ul style="list-style-type: none"> Use all this information to determine the housing assignment by using the Northpointe classification system and house the inmates accordingly and document all classification findings in our records. 	10%
<ul style="list-style-type: none"> Review inmate request slips and respond, answer any grievance for our department about housing issues. 	1%
<ul style="list-style-type: none"> Assign inmates to Inmate worker pod 	2%
<ul style="list-style-type: none"> Reclassify and rehouse inmates after punitive time is up 	2%
<ul style="list-style-type: none"> Make list of inmates to be shipped to our Huber facility 	2%
<ul style="list-style-type: none"> Complete warrant checks for incoming visitors of inmates 	5%
<ul style="list-style-type: none"> Accumulate a list of eligible inmates to attend our NWTC and ELL programs. 	2%
<ul style="list-style-type: none"> Contact DePere Judge with any DePere warrants and bring inmates in video court, fax appropriate court papers to intake. 	1%
<ul style="list-style-type: none"> Review court paperwork and make appropriate classification changes when necessary. 	1%
<ul style="list-style-type: none"> Go thru our daily report of inmates who are up for classification reviews for that day and make necessary changes. 	20%
<ul style="list-style-type: none"> Answer outside phone calls about Huber pre registrations, attorney calls, DTF calls and calls about housing issues. 	1%
<ul style="list-style-type: none"> Place inmate walk ins on the list to be sent to Huber. 	1%
<ul style="list-style-type: none"> Maintain records of inmates to be kept separate and make housing changes if necessary. 	1%
<ul style="list-style-type: none"> Enter appropriate alerts (ie punitive, firing of inmate workers, cert calls, behavioral inmates) 	1%
	100 %

4. OTHER DUTIES AND RESPONSIBILITIES		% Work Time																
Include any additional duties that are not essential to your job including serving on committees, community involvement activities, occasional work in other areas, etc. Relieve India Pod worker for lunch.....1/ hr. every day Assist in video court..... when needed Read criminal complaints to inmates who can't read.....occasionally Assist officers when our help is needed.....occasionally																		
5. SUPERVISORY RESPONSIBILITY: Write the names and job titles of all employees who report directly to you. Also, indicate the number of employees who in turn report to them. Write "none" if this is not applicable.																		
EMPLOYEE NAME	JOB TITLE	# EE's																
N/A																		
Check below those supervisory responsibilities that are a part of your job: <table border="0"> <tr> <td><input checked="" type="checkbox"/> Instruct/train</td> <td><input type="checkbox"/> Assign work</td> </tr> <tr> <td><input type="checkbox"/> Review work</td> <td><input type="checkbox"/> Plan work of others</td> </tr> <tr> <td><input type="checkbox"/> Maintain standards</td> <td><input checked="" type="checkbox"/> Coordinate activities</td> </tr> <tr> <td><input type="checkbox"/> Schedule/allocate personnel</td> <td><input type="checkbox"/> Act on employee problems</td> </tr> <tr> <td><input type="checkbox"/> Select new employees -</td> <td><input type="checkbox"/> Schedule work of others</td> </tr> <tr> <td><input type="checkbox"/> Transfer/promote</td> <td>(Recommend? <input type="checkbox"/> Approve? <input checkbox"="" type="checkbox/>)</td> </tr> <tr> <td><input type="/> Performance appraisal</td> <td>(Recommend? <input type="checkbox"/> Conduct? <input type="checkbox"/> Approve? <input checkbox"="" type="checkbox/>)</td> </tr> <tr> <td><input type="/> Discipline</td> <td>(Recommend? <input type="checkbox"/> Conduct? <input type="checkbox"/> Approve? <input checkbox"="" type="checkbox/>)</td> </tr> <tr> <td><input type="/> Discharge</td> <td>(Recommend? <input type="checkbox"/> Conduct? <input type="checkbox"/> Approve? <input checkbox"="" type="checkbox/>)</td> </tr> <tr> <td><input type="/> Salary increases</td> <td>(Recommend? <input type="checkbox"/> Conduct? <input type="checkbox"/> Approve? <input 120="" 226="" 887="" 904"="" data-label="Page-Footer" type="checkbox/>)</td> </tr> </table> </td> </tr> </table> </div> <div data-bbox="/>Brown County</td></tr></table>			<input checked="" type="checkbox"/> Instruct/train	<input type="checkbox"/> Assign work	<input type="checkbox"/> Review work	<input type="checkbox"/> Plan work of others	<input type="checkbox"/> Maintain standards	<input checked="" type="checkbox"/> Coordinate activities	<input type="checkbox"/> Schedule/allocate personnel	<input type="checkbox"/> Act on employee problems	<input type="checkbox"/> Select new employees -	<input type="checkbox"/> Schedule work of others	<input type="checkbox"/> Transfer/promote	(Recommend? <input type="checkbox"/> Approve? <input checkbox"="" type="checkbox/>)</td> </tr> <tr> <td><input type="/> Performance appraisal	(Recommend? <input type="checkbox"/> Conduct? <input type="checkbox"/> Approve? <input checkbox"="" type="checkbox/>)</td> </tr> <tr> <td><input type="/> Discipline	(Recommend? <input type="checkbox"/> Conduct? <input type="checkbox"/> Approve? <input checkbox"="" type="checkbox/>)</td> </tr> <tr> <td><input type="/> Discharge	(Recommend? <input type="checkbox"/> Conduct? <input type="checkbox"/> Approve? <input checkbox"="" type="checkbox/>)</td> </tr> <tr> <td><input type="/> Salary increases	(Recommend? <input type="checkbox"/> Conduct? <input type="checkbox"/> Approve? <input 120="" 226="" 887="" 904"="" data-label="Page-Footer" type="checkbox/>)</td> </tr> </table> </td> </tr> </table> </div> <div data-bbox="/> Brown County
<input checked="" type="checkbox"/> Instruct/train	<input type="checkbox"/> Assign work																	
<input type="checkbox"/> Review work	<input type="checkbox"/> Plan work of others																	
<input type="checkbox"/> Maintain standards	<input checked="" type="checkbox"/> Coordinate activities																	
<input type="checkbox"/> Schedule/allocate personnel	<input type="checkbox"/> Act on employee problems																	
<input type="checkbox"/> Select new employees -	<input type="checkbox"/> Schedule work of others																	
<input type="checkbox"/> Transfer/promote	(Recommend? <input type="checkbox"/> Approve? <input checkbox"="" type="checkbox/>)</td> </tr> <tr> <td><input type="/> Performance appraisal	(Recommend? <input type="checkbox"/> Conduct? <input type="checkbox"/> Approve? <input checkbox"="" type="checkbox/>)</td> </tr> <tr> <td><input type="/> Discipline	(Recommend? <input type="checkbox"/> Conduct? <input type="checkbox"/> Approve? <input checkbox"="" type="checkbox/>)</td> </tr> <tr> <td><input type="/> Discharge	(Recommend? <input type="checkbox"/> Conduct? <input type="checkbox"/> Approve? <input checkbox"="" type="checkbox/>)</td> </tr> <tr> <td><input type="/> Salary increases	(Recommend? <input type="checkbox"/> Conduct? <input type="checkbox"/> Approve? <input 120="" 226="" 887="" 904"="" data-label="Page-Footer" type="checkbox/>)</td> </tr> </table> </td> </tr> </table> </div> <div data-bbox="/> Brown County													

6. WORK RELATIONSHIPS: For any of the contacts listed below that you have regarding company business that are listed below, indicate the frequency (e.g. daily, weekly, monthly, etc.) and nature or purpose (e.g. obtain/provide information, negotiate contracts, etc.) of the contact.

CONTACT	PURPOSE OF CONTACT	FREQUENCY
Employees in same department/function	Discuss housing issues/problem inmates	daily
Employees in other departments/functions (list other departments & individual titles)	Calling pods to house inmates/housing moves/ Psych nurse for input/HSU health Huber Cpls	daily
Customers		
Suppliers/Vendors		
General Public	Answer daily general phone calls	daily
Community/Trade/Professional	Attorneys Probation agents Other co. agency's NWTC Instructure	weekly
Federal/State Gov't/Regulatory	Federal Marshals DTF	monthly
Other (specify):		

7. EDUCATION

Length of time you have occupied this position: Years 12 Months 10

Length of time you have been with the company: Years 18 Months _____

How much formal education do you think is **necessary** to do your job (*check one*):

☐ Less Than High School

☐ Associate Degree (2 Years)

☐ High School

Major: _____

☒ High School +1 Yr Other Schooling

☐ College Degree (4 Years)

Type of Coursework: jail school

Major: _____

☐ High School, +2-3 Yrs Other Schooling

☐ College Degree Plus Other Schooling

Type of Coursework: _____

Type of Coursework: _____

Please indicate the education **you had** before you began work in your current job:
HIGH SCHOOL/OFFICER RECRUIT SCHOOL WHILE I WORKED FOR KWSO

Please indicate your **current** education level: HIGH SCHOOL

List licenses/certifications required for your job and/or other additional specialized courses, subjects, or training that are necessary but not available through high school or college:
Jail school...TIME certification...Northpointe training...yearly jail certifications
CPR

8. EXPERIENCE

How much similar or related work experience do you think is **necessary** for a person starting this job (*check one*):

☐ 1 month or less

☐ Over 3 years, up to 5 years

☐ Over 1 month, up to 6 months

☐ Over 5 years

☐ Over 6 months, up to 1 year

☐ Other (specify): _____

☒ Over 1 year, up to 3 years

Years or relevant experience **you had** prior to working in your current job: 4

Total years of experience to date: 22 years

How long do you think it should take an employee with the necessary education and experience (as shown above) to become familiar with details to do this job reasonably well (check one)?

☐ Two weeks or less ☐ Six months ☐ Two years
☒ Three months ☐ One year ☐ Other (Specify): _____

How long did it take you to feel comfortable with the job you are now performing? 3 months

9. MENTAL EFFORT

✓ CHECK	ACTIVITY	HOURS/ DAY	FOR WHAT PURPOSE?
REASONING: Indicate the level of mental reasoning necessary to perform your job (check all that apply)			
x	Follow one- or two-step instructions; routine, repetitive task	2 hours	Criminal history
	Carry out detailed but uncomplicated written or verbal instructions		
	Follow written, verbal, or diagrammatic instructions		
x	Solve practical problems; variety of variables with limited standardization; interpret instructions; conduct general information research	3 hours	Housing/request slips/past behavior
x	Logical or scientific thinking to solve problems; several abstract and concrete variables; conduct and interpret statistical or technical research	N/A	Grievances
	Address wide range or intellectual and practical problems; interpret nonverbal symbolism; comprehend most complex concepts		
MATHEMATICAL: Indicate the level of mathematical skills necessary to perform your job (check all that apply):			
x	Addition		Days to sit for punitive
x	Subtraction		Loss of good time
	Multiplication		
	Division		
	Algebra		
	Arithmetic calculations involving fractions, decimals, and percentages		

✓ CHECK	ACTIVITY	HOURS/ DAY	FOR WHAT PURPOSE?
	Arithmetic, algebraic, and geometric calculations		
	Advanced mathematics/statistics e.g. calculus, factor analysis and probability determination		
LANGUAGE: Indicate the level of language skills necessary to perform your job (<i>check all that apply</i>):			
x	Follow verbal instructions	N/A	HSU/CPL'S/ADMIN/
	Transcribe from dictation		
x	Exchange basic informational data (to complete transactions, fill out forms/ checklists, make appointments, etc.)	1 hr	Log for TIME
x	Interview to gather information (basic screening interviews)	3	Inmate interview/call other agencies
x	Advise others on alternatives/options (determine needs, what to communicate)	1	Talk with pod officer
x	Coach and counsel (identify problems/concerns, develop solutions)	3	Amongst ourselves of inmate decisions
	Speak in front of groups/public speaking/make presentations		
	Explain technical data/information		
	Read and follow written directions		
	Complete simple checklists		
x	Fill out forms	N/A	Military forms/FEDS
x	Copy data from one record to another		
x	Compose routine business correspondence (confirmations, requests, etc.)	1 hr	Request slips/out of CO calls
	Compose business reports		
	Compose complex business correspondence (requiring research, explanation, etc.)		
	Proofread written communication for spelling, grammar, syntax errors		
	Creative writing used in promotion or selling activities		
x	Read and understand technical data/information		Interpreting criminal histories
	Take minutes for meetings		
	Other (specify:)		

10. JOB LOCATION: Where are the major activities of your job carried out? (check all that apply)

✓ CHECK	LOCATION	AVERAGE HOURS/DAY
x	Indoors	8 hours a day
	Outdoors	
x	At a desk/bench	Most of the day
	At a machine	
	In a car	
	Out of town	
	Other (specify)	

Your regular hours of work: 8 per day _____

How do you get to your work area:
 By stairs? By elevator? What floor is it on? 1st

Indicate the overnight, out-of-town travel required by the job:
 Avg number of days/month Avg number of trips/year
 Avg number of days/trip

Reason for travel:

11. WORKING CONDITIONS: Indicate any job conditions that you are exposed to and the frequency of this exposure (daily, constantly, once a month, etc.). For each condition or environmental factor, indicate the nature or reason for the exposure. Write "not applicable" if your job does not require exposure to the factors indicated.

WORKING CONDITION/ ENVIRONMENTAL FACTOR	NATURE OF OR REASON FOR EXPOSURE	FREQUENCY
Dirt		
Noise		
Temperature Extremes		
Dampness		
Vibrations		
Equipment Movement Hazard		
Chemicals/Solvents		
Electrical Shock		
Significant Work Pace/Pressure		
Other (specify):		

12. PHYSICAL REQUIREMENTS

Check all the following that apply to the major activities of your job:

✓ CHECK	ACTIVITY	HOURS/ DAY	FOR WHAT PURPOSE?
x	Sitting	Most of the day	At the dest
	Standing While standing, must you support any weight (e.g., a heavy tool?) If so, what is it you support, how much does it weigh, and for how long do you support it?		
	Walking: How far?		
	Stooping		
	Climbing: How high? ____ Ladder? ____ Incline? ____ Stairs? ____ (#: ____)		
	Kneeling		
	Bending at waist		
	Turning/twisting		
	Lifting: How much weight? ____ lb. How often? ____ How high? ____ Waist high ____ Shoulder high ____ Above head ____		
	Carrying: How much weight? ____ lb. How often? ____ Alone? ____ With another person(s)? ____ How many people? ____		
	Pushing: How much weight: ____ lb. How often? ____		
	Pulling: How much weight: ____ lb.		
x	Using keyboard	Most of day	Enter data
x	Using telephone	2 hrs	Relay info
	Use tools Generally describe the tools used:		
	Using fingers (instead of hand or arm)		
	Grasping: loose grasp ____ tight grasp ____		
	Repetitive motions What type?		
x	Hearing: Ability to receive detailed information through verbal communication.	3	During our interviews

14. EMPLOYEE COMMENTS: Please give any additional information you believe is important to thoroughly describe your job. Also, are there personal traits or abilities you feel would be helpful for a person to have to do this job?

Signature: _____

Cindy Link

Date: _____

4-16-13

15. SUPERVISOR COMMENTS: Your signature below indicates that you have reviewed this questionnaire. Please do not erase or change any of the employee's answers. If you want to make revisions, please enter them in the margins in the appropriate spaces. Use extra paper if you need to, numbering your comments to match the items in question. These items will be reviewed with you before a final position description is prepared.

How many employees under your supervision perform the same job described above by this employee? 3

Comments of supervisor:

Reviewed by: _____

J. M. M...

Title: _____

Captain